

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 02-03			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-15-012		Contract Period 08/01/2015 To 07/31/2018 Base Option Period Number 2		Title of Work Assignment/SF Site Name Risk Assessment					
Contractor CSRA LLC				Specify Section and paragraph of Contract SOW 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.10, 2.14, 2.18					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 08/01/2017 To 07/31/2018					
Comments:									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
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5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE:					
08/01/2015 To 07/31/2018				0					
This Action:				6,500					
Total:				6,500					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Dan Schmelling <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5281 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Donna Reinhart <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2114 FAX Number:			

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT (PWS)**

Title: Risk Assessment and Consequence Analysis Tool Development, Improvement, Outreach / Homeland Security Coordination Activities/ Cybersecurity

Period of Performance: August 1, 2017 to July 31, 2018

PWS Sections: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.10, 2.14, 2.18

Contract No. EP-C-15-012

Work Assignment: WA-02-03

LOE: 6000 hours

Work Assignment Contract Officer Representative (WACOR):

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Street Address: 1200 Pennsylvania Avenue, NW
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Alt WACOR: Name: John A. DeGour
Branch: Threats, Analysis, Prevention and Preparedness Branch
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Task Managers

Tasks 0,1,2

Name: John A. DeGour
Branch: Threats, Analysis, Prevention and Preparedness Branch
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Office: Office of Ground Water and Drinking Water
Phone: (202) 564-3212
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Tasks 2,3,4,5

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I. PURPOSE:

The purpose of this work assignment is to reduce risk and increase resilience for all hazards within the Water Sector through the following:

- Enabling the sector to better and more easily assess risks to all hazards and evaluate the cost-effectiveness of measures to reduce risks;
- Conducting risk assessment and consequence analysis tool outreach, which will increase knowledge in the water sector of ways to assess risks and consequences;
- Supporting coordination of activities between the EPA, Department of Homeland Security, and other public and private water sector stakeholders; and
- Promoting the adoption of cybersecurity best practices.

To achieve this purpose, the contractor shall be expected to do the following:

- Develop and improve Vulnerability Self-Assessment Tool (VSAT) – a water sector risk assessment tool;
- Conduct risk assessment and consequence analysis tool training and outreach;
- Support Homeland Security coordination activities; and

- Develop materials that promote water sector cybersecurity.

The outputs of this work assignment are intended for water and wastewater system owners and operators, as well as federal, state, local, tribal, and territorial officials that assist water sector facilities with participating in Water Sector infrastructure security and resilience activities.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Protecting America's Waters), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards' approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, adaptation and impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

II. BACKGROUND:

Presidential Preparedness Directives (PPD) 8, 21, and the Executive Order for Improving Critical Infrastructure Cyber Security are intended to strengthen and maintain the security and resilience of the Nations critical infrastructure, both physical and cyber. PPD - 21 designates the EPA as the lead agency or Sector-Specific Agency (SSA) for the Nation's Water Sector. One of many outputs related to PPD - 21 was the development of the National Infrastructure Protection Plan (NIPP) and the accompanying Sector-Specific Plans (SSPs). These plans/strategies have logically driven critical infrastructure protection initiatives towards an all-hazards (man-made and natural disasters) approach.

EPA works with the Water Sector, Federal, State, tribal and local governments, and all stakeholders to:

1. Protect the Water Sector's infrastructure from all hazards and to enhance resilience

capabilities.

2. Conduct or facilitate “all-hazards” risk assessment and consequence analysis;
3. Encourage risk management strategies to reduce vulnerabilities and mitigate public health and economic impacts (consequence); and
4. Promote communication, collaboration, and information sharing and analysis.

Much work was accomplished over the past year. However critical infrastructure protection is a continuous effort, therefore more needs to be done. All-hazards related critical infrastructure protection activities are a natural extension of EPA’s long-term mission to protect human health and the environment. Accordingly, EPA and its Water Sector security partners continue to work together and are implementing a strategy to identify, prioritize, and coordinate the protection of critical Water Sector infrastructure. This strategy assists in improving Water Sector awareness, preparedness and security posture, as well as increasing resilience - in a consistent, sustainable, effective, and measurable manner.

This work assignment will support the ongoing critical infrastructure protection coordination activities/initiatives that the Agency has initiated in collaboration with the Department of Homeland Security (DHS) and water sector partners. It includes development, outreach, and training on risk assessment and analysis tools, specifically the Vulnerability Self-Assessment Tool (VSAT) and Water Health and Economic Analysis Tool (WHEAT), and efforts to promote the adoption of cybersecurity best practices in the water sector.

III. QA REQUIREMENTS:

The tasks in this WA do not require environmental measurements. Consistent with the Agency’s Quality Assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Management Plan (QMP) or prepare a Project Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All direction under this WA will be provided as written technical direction from the WACOR, Alternate WACOR, or Task Manager (TM), as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR/TM review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports
Task Manager: Dan Schmelling

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

The contractor shall develop a WP that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In each monthly progress report, the contractor shall, at the introduction to the discussion of this WA, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the WA. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing WAs under this contract is not occurring. The contractor shall also include any requested task level metrics to measure progress toward established goals.

Deliverables: Listed in Section V of this performance work statement.

Task 1: Water Sector Homeland Security meeting/document support
Task Manager: John DeGour

The purpose of this task is to provide Water Sector meeting and document support for Homeland Security and resilience related activities, for example Critical Infrastructure Partnership Advisory Council (CIPAC) meetings. As directed by the EPA Task Manager through written technical direction, the contractor shall provide the following:

- Logistical, facilitation and administrative meeting support to include, but not limited to, facilitating and supporting meeting planning activities, delivery of meeting sessions, development of minutes and action items, and summary evaluation and report-out. The

contractor shall arrange for facilities, in accordance with Agency requirements (please see Section VIII below), suggest locations, and make necessary arrangements for meetings or conferences as requested by written technical direction from the WACOR. The contractor shall identify potential speakers and participants to attend EPA sponsored events, issue invitations, and conduct pre-meeting and on-site registration activities. The contractor shall develop and assemble agendas, supplemental materials (e.g., handouts, presentations, participant list), and other preparatory activities as needed. The contractor shall facilitate sessions and provide support to invited presenters and subject matter experts as required. Work on task activities shall begin upon receipt of written technical direction from the EPA WACOR.

The contractor shall adhere to Agency requirements for reserving meeting space. Any speakers or experts identified for travel reimbursement must have a clear role in the meeting/workshop and must have consultant agreements in place.

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the WACOR or EPA CL COR as needed and provided to the Contracting Officer. Work on conference-related activities and expenses shall not occur until this approval is obtained and provided by the WACOR, CL COR or CO.

- Support the writing, review, and/or dissemination of documents created in relation to Homeland Security coordination activities and other related project documents as requested in written technical direction by the EPA WACOR.
- Develop information and outreach materials for the Water Sector as requested in written technical direction by the EPA WACOR. This may include, but not be limited to, the development of fact sheets, presentations, exercises, and briefings.

Deliverables: Listed in Section V of this performance work statement.

Task 2: Completion, Review, and Deployment of VSAT Web

Task Manager: Dan Schmelling

The contractor shall complete the development and deployment of VSAT Web, which is an application of EPA's Vulnerability Self-Assessment Tool (VSAT) that is designed for use on mobile devices like tablets and iPads. Under WA 1-03 of this contract, the contractor completed a beta version of VSAT Web that was released for unrestricted review by Water Sector stakeholders. The focus of this task under WA 2-03 shall be to complete any revisions to VSAT Web as directed by the EPA Task Manager based on comments generated during review of the beta version. The contractor shall also provide support as needed to deploy VSAT Web on an EPA server.

Specifically, the contractor shall complete the following subtasks.

Subtask 2.1: Complete the development of VSAT Web following stakeholder review

The EPA Task Manager will provide written technical direction to the contractor specifying any changes the contractor shall make to VSAT Web based on reviewer comments. The contractor shall implement these changes to the application and produce a final version of VSAT Web for deployment.

In addition to Water Sector stakeholder review of VSAT Web, EPA expects to submit VSAT Web for review and approval under the DHS SAFETY Act program. This program provides limited liability protection against terrorism-related damages for products designated as effective anti-terrorism tools. The current PC version of VSAT (version 6.0) is approved under the DHS SAFETY Act program, and EPA will seek to have this approval extended to VSAT Web. The EPA Task Manager will be responsible for initiating this review with the DHS SAFETY Act office. The contractor shall support this review by providing documentation and access to the beta version of VSAT Web as required.

Subtask 2.2: Deploy VSAT Web on an EPA Server

The contractor shall work with EPA's National Computing Center and other EPA personnel as identified by the EPA Task Manager to deploy VSAT Web on an EPA server. This deployment must ensure the following:

- Access to a fully-functional version of VSAT Web by EPA and any external stakeholder;
- Compliance with all applicable requirements for deployment on an EPA server, which the contractor shall determine in consultation with designated EPA personnel;
- Capability to record contact information for users who access VSAT Web in order to inform them of corrections and updates to the application; and
- Capability for the contractor to make corrections to and update VSAT Web as required and as directed by the EPA Task Manager.

Subtask 2.3: Correct and Update VSAT Web Post-Deployment

As specified by the EPA Task Manager through written technical direction, the contractor shall correct problems with and make updates to VSAT Web following deployment on an EPA server. This subtask is not intended to include major software updates. Rather, it is limited to fixing problems and correcting issues identified with the application by users after deployment.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

Subtask 2.4: Complete WHEAT methodology peer review report

The contractor is expected to have initiated a peer review of the WHEAT methodology, with a focus on estimates of regional economic impacts, under WA 1-03 of this contract. Under WA 2-03, the contractor shall complete any remaining work on the peer review, including providing a final report that contains a record of reviewer comments, and recommendations on WHEAT methodology and potential paths forward for WHEAT.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

Task 3: VSAT Web Outreach and Training

Task Manager: Dan Schmelling

The contractor shall conduct the following outreach and training tasks for VSAT Web:

- (1) Provide written (e.g., email) and verbal (phone) technical assistance in the use of all versions of VSAT and WHEAT (e.g., VSAT Web, VSAT 6.0 and WHEAT 3.0) as directed by the EPA Task Manager. Stakeholders may contact EPA to request technical assistance with downloading or using these tools. As necessary, EPA will pass these requests to the contractor and either (a) ask the contractor to provide assistance directly to the stakeholder by email or phone or (b) ask the contractor to provide a response to EPA, who will then contact the stakeholder.
- (2) Develop outreach and training materials on VSAT Web as directed by the EPA Task Manager through written technical direction. These materials are expected to include both promotional documents (e.g., flyers, fact sheets) and educational documents (e.g., presentations for webinars or in-person training).
- (3) Conduct up to 5 webinars on VSAT Web lasting up to 90 minutes each as directed by the EPA Task Manager through written technical direction. The contractor shall be responsible for developing the webinar materials and providing technical, logistical, and facilitation support for delivering the webinars. As specified by the EPA Task Manager, these webinars may be directed towards different target audiences, such as small systems and states.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

Task 4: Design VSAT Web Version 2.0

Task Manager: Dan Schmelling

When directed by the EPA Task Manager through written technical direction, the contractor shall initiate the design of VSAT Web Version 2.0. A primary objective of this task will be to make VSAT Web compliant with a revised version of *AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems* (hereinafter, J100 Standard). At this time, an AWWA committee is revising the J100 Standard, with the revisions expected to be finalized in 2017 (date TBD). Work on this task will not begin until the revised J100 Standard is final.

The design of VSAT Web 2.0 shall include the following enhancements:

- (1) Compliance with the revised J100 Standard. Because the changes being made to the J100 Standard are not yet final, a complete list of the modifications necessary for VSAT Web to be compliant cannot be provided at this time. In general, EPA expects that the underlying risk analysis methodology of the J100 standard will not be changed. The revised standard is expected to include a new Utility Resilience Index, additional information on natural hazards, and a new method for calculating the likelihood of man-made threats.

EPA will provide the revised J100 Standard to the contractor when it is final. At that time, the contractor shall review it and determine the changes required to VSAT Web to be compliant. The contractor shall then provide EPA with a list of proposed changes to VSAT Web, and shall design those changes approved by the EPA Task Manager.

- (2) A man-made threat likelihood calculator. VSAT requires users to estimate the likelihood of man-made threats, but provides no tools to assist users with this estimate. The contractor shall design a calculator that operates within VSAT Web and assists users with determining the likelihood of man-made threats. This calculator may be based on a methodology in the revised J100 Standard or on an alternate methodology approved by the EPA Task Manager.

- (3) Additional enhancements as directed by EPA. The contractor shall design additional enhancements to VSAT Web as directed by the EPA Task Manager through written technical direction. EPA does not anticipate that these enhancements will entail significant modifications. Rather, they will comprise improvements based on stakeholder feedback from using the current version of the application.

EPA does not anticipate that any travel or participation in in-person stakeholder meetings will be required from the contractor for this task. The EPA Task Manager may organize a stakeholder review of VSAT Web. However, this review, if it occurs, would be conducted on-line and not in-person.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

Task 5: Develop Water Sector Cybersecurity Materials

Task Manager: Dan Schmelling

The purpose of this task is to develop materials that support EPA’s efforts to promote the adoption of cybersecurity best practices in the water sector. As directed by the EPA Task Manager through written technical direction, the contractor shall develop the following:

- (1) Brief assessment, planning, and other documents developed in response to requests by the National Security Council, GAO, or other government entities or infrastructure sector groups. For estimating purposes, assume that up to 3 documents may be required.
- (2) Brief, targeted guidance documents for underserved segments of the water sector, such as small systems and technical assistance providers. For estimating purposes, assume that up to 3 documents may be required.
- (3) Web page design and technical assistance as needed to support hosting key water sector cybersecurity materials on a public web site.
- (4) Outreach materials that promote water sector cybersecurity. For estimating purposes, assume that up to 3 documents may be required.

EPA does not anticipate that any travel or participation in in-person stakeholder meetings will be required from the contractor for this task. The EPA Task Manager may organize a stakeholder review of VSAT Web. However, this review, if it occurs, would be conducted on-line and not in-person.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

V. SCHEDULE/DELIVERABLES

The schedule of deliverables is included within each specific task.

SCHEDULE/DELIVERABLES

<i>Task 0: Work Plan and Monthly Progress Reports</i>		
Objective	Deliverables	Date

0	<ul style="list-style-type: none"> • Work plan • Project Specific Quality Assurance Project Plan • monthly progress and financial reports 	In accordance with contract requirements
Task 1: Water Sector Homeland Security meeting/document support		
1	<ul style="list-style-type: none"> • Meeting Support • Writing/document support • Outreach materials 	TBD by written technical direction from the EPA WACOR
Task 2: Complete, Review, and Deploy VSAT Web		
Subtask	Deliverables	Date
2.1	<ul style="list-style-type: none"> • A process to receive and catalogue reviewer comments, as well as responses to and disposition of reviewer comments; and • Completed VSAT Web application 	TBD by written technical direction
2.2	<ul style="list-style-type: none"> • VSAT Web deployed on an EPA server 	TBD by written technical direction
2.3	<ul style="list-style-type: none"> • Corrected versions of VSAT Web to address problems, if any, identified following deployment 	TBD by written technical direction
2.4	<ul style="list-style-type: none"> • Provide a final report to include a record of reviewer comments, and recommendations on WHEAT methodology. 	TBD by written technical direction
Task 3: Outreach and Training on VSAT Web		
Objective	Deliverables	Date
1	<ul style="list-style-type: none"> • Written (e.g., email) and verbal (phone) technical assistance in the use of WHEAT and VSAT provided to stakeholders or EPA, as directed by EPA, in response to stakeholder requests for help. 	TBD by written technical direction
2	<ul style="list-style-type: none"> • Outreach and training materials to carry out the activities under this task. 	TBD by written technical direction
3	<ul style="list-style-type: none"> • Conduct up to 5 webinars on VSAT Web lasting up to 90 minutes each. 	TBD by written technical direction

Task 4: Design VSAT Web Version 2.0		
Objective	Deliverables	Date
	<ul style="list-style-type: none"> Requirements documentation, screen mock-ups, and other documents as directed by the EPA Task Manager through written technical direction to support the design process. 	TBD by written Technical Direction
Task 5: Develop Water Sector Cybersecurity Materials		
Objective	Deliverables	Date
1	<ul style="list-style-type: none"> Up to 3 brief assessment, planning, and other documents developed in response to requests by the National Security Council, GAO, or other government entities or infrastructure sector groups. 	TBD by written technical direction
2	<ul style="list-style-type: none"> Up to 3 brief, targeted guidance documents for underserved segments of the water sector, such as small systems and technical assistance providers. 	TBD by written technical direction
3	<ul style="list-style-type: none"> Web page design and technical assistance as needed to support hosting key water sector cybersecurity materials on a public web site. 	TBD by written technical direction
4	<ul style="list-style-type: none"> Up to 3 outreach documents that promote water sector cybersecurity. 	TBD by written technical direction

VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)
Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost estimates/actuals). In case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

IX. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

The WACOR shall identify which of delivered products will require 508 compliance.

QUALITY ASSURANCE SURVEILLANCE PLAN for WSD's Mission Support

Quality Assurance Surveillance Plan

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the

requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards in Attachment 4 of the contract. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> </div> <div> United States Environmental Protection Agency Washington, DC 20460 Work Assignment </div> </div>						Work Assignment Number 02-03			
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Comments: The purpose of this amendment 1 to CSRA (EP-C-15-012) WA 02-03 is to add a new Task 6 to update the water sector consequence tool.									
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund									
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)									
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							Phone Number: 202-564-5281		
							FAX Number:		
Project Officer Name Nancy Parrotta _____ (Signature) (Date)							Branch/Mail Code:		
							Phone Number: 202-564-5260		
							FAX Number:		
Other Agency Official Name _____ (Signature) (Date)							Branch/Mail Code:		
							Phone Number:		
							FAX Number:		
Contracting Official Name Donna Reinhart _____ (Signature) (Date)							Branch/Mail Code:		
							Phone Number: 513-487-2114		
							FAX Number:		

**WORK ASSIGNMENT
PERFORMANCE WORK STATEMENT (PWS)**

Title: Risk Assessment and Consequence Analysis Tool Development, Improvement, Outreach / Homeland Security Coordination Activities/ Cybersecurity

Period of Performance: August 1, 2017 to July 31, 2018

PWS Sections: 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.10, 2.14, 2.18

Contract No. EP-C-15-012

Work Assignment: WA-02-03

LOE: 6000 hours + 245 hours

Work Assignment Contract Officer Representative (WACOR):

Name: Daniel C. Schmelling
Branch: WSD Immediate Office
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: (202) 564-5281
FAX: (202) 566-0055
E-mail: Schmelling.Dan@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Avenue, NW
City, State, Zip: Washington, DC 20460

Alt WACOR: Name: John A. DeGour
Branch: Threats, Analysis, Prevention and Preparedness Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: (202) 564-3212
FAX: (202) 566-0055
E-mail: DeGour.John@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Avenue, NW
City, State, Zip: Washington, DC 20460

Task Managers

Tasks 0,1,2,6

Name: John A. DeGour
Branch: Threats, Analysis, Prevention and Preparedness Branch
Division: Water Security Division
Office: Office of Ground Water and Drinking Water
Phone: (202) 564-3212
FAX: (202) 566-0055
E-mail: DeGour.John@epa.gov
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Street Address: 1200 Pennsylvania Avenue, NW
City, State, Zip: Washington, DC 20460

Tasks 2,3,4,5

Name: Daniel C. Schmelling
Branch: WSD Immediate Office
Division: Water Security Division
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Phone: (202) 564-5281
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E-mail: Schmelling.Dan@epa.gov
Mail code: 4608T
Street Address: 1200 Pennsylvania Avenue, NW
City, State, Zip: Washington, DC 20460

I. PURPOSE: No change to existing tasks, new task added.

The purpose of this amendment to WA 02-03, Risk Assessment and Consequence Analysis Tool Development, Improvement, Outreach / Homeland Security Coordination Activities/ Cybersecurity is to add a new task (task 6). This task will update the water sector consequence tool.

The purpose of this work assignment is to reduce risk and increase resilience for all hazards within the Water Sector through the following:

- Enabling the sector to better and more easily assess risks to all hazards and evaluate the cost-effectiveness of measures to reduce risks;
- Conducting risk assessment and consequence analysis tool outreach, which will increase knowledge in the water sector of ways to assess risks and consequences;
- Supporting coordination of activities between the EPA, Department of Homeland Security, and other public and private water sector stakeholders; and
- Promoting the adoption of cybersecurity best practices.

To achieve this purpose, the contractor shall be expected to do the following:

- Develop and improve Vulnerability Self-Assessment Tool (VSAT) – a water sector risk assessment tool;
- Conduct risk assessment and consequence analysis tool training and outreach;
- Support Homeland Security coordination activities; and
- Develop materials that promote water sector cybersecurity.
- Update Water Health and Economic Analysis Tool (WHEAT).

The outputs of this work assignment are intended for water and wastewater system owners and operators, as well as federal, state, local, tribal, and territorial officials that assist water sector facilities with participating in Water Sector infrastructure security and resilience activities.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Protecting America's Waters), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, adaptation and impacts of climate change, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

II. BACKGROUND:

Presidential Preparedness Directives (PPD) 8, 21, and the Executive Order for Improving Critical Infrastructure Cyber Security are intended to strengthen and maintain the security and resilience of the Nations critical infrastructure, both physical and cyber. PPD - 21 designates the EPA as the lead agency or Sector-Specific Agency (SSA) for the Nation's Water Sector. One of many outputs related to PPD - 21 was the development of the National Infrastructure Protection Plan (NIPP) and the accompanying Sector-Specific Plans (SSPs). These plans/strategies have logically driven critical infrastructure protection initiatives towards an all-hazards (man-made and natural

disasters) approach.

EPA works with the Water Sector, Federal, State, tribal and local governments, and all stakeholders to:

1. Protect the Water Sector's infrastructure from all hazards and to enhance resilience capabilities.
2. Conduct or facilitate "all-hazards" risk assessment and consequence analysis;
3. Encourage risk management strategies to reduce vulnerabilities and mitigate public health and economic impacts (consequence); and
4. Promote communication, collaboration, and information sharing and analysis.

Much work was accomplished over the past year. However critical infrastructure protection is a continuous effort, therefore more needs to be done. All-hazards related critical infrastructure protection activities are a natural extension of EPA's long-term mission to protect human health and the environment. Accordingly, EPA and its Water Sector security partners continue to work together and are implementing a strategy to identify, prioritize, and coordinate the protection of critical Water Sector infrastructure. This strategy assists in improving Water Sector awareness, preparedness and security posture, as well as increasing resilience - in a consistent, sustainable, effective, and measurable manner.

This work assignment will support the ongoing critical infrastructure protection coordination activities/initiatives that the Agency has initiated in collaboration with the Department of Homeland Security (DHS) and water sector partners. It includes development, outreach, and training on risk assessment and analysis tools, specifically the Vulnerability Self-Assessment Tool (VSAT) and Water Health and Economic Analysis Tool (WHEAT), and efforts to promote the adoption of cybersecurity best practices in the water sector.

III. QA REQUIREMENTS:

The tasks in this WA do not require environmental measurements. Consistent with the Agency's Quality Assurance (QA) requirements, the contractor does not need to supplement the Contract Level Quality Management Plan (QMP) or prepare a Project Specific Quality Assurance Project Plan (PQAPP).

IV. DETAILED TASK DESCRIPTION:

All direction under this WA will be provided as written technical direction from the WACOR, Alternate WACOR, or Task Manager (TM), as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical

direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate WACOR/TM review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports
Task Manager: Dan Schmelling

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

The contractor shall develop a WP that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the work plan shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In each monthly progress report, the contractor shall, at the introduction to the discussion of this WA, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the WA. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing WAs under this contract is not occurring. The contractor shall also include any requested task level metrics to measure progress toward established goals.

Deliverables: Listed in Section V of this performance work statement.

Task 1: Water Sector Homeland Security meeting/document support
Task Manager: John DeGour

The purpose of this task is to provide Water Sector meeting and document support for Homeland Security and resilience related activities, for example Critical Infrastructure Partnership Advisory

Council (CIPAC) meetings. As directed by the EPA Task Manager through written technical direction, the contractor shall provide the following:

- Logistical, facilitation and administrative meeting support to include, but not limited to, facilitating and supporting meeting planning activities, delivery of meeting sessions, development of minutes and action items, and summary evaluation and report-out. The contractor shall arrange for facilities, in accordance with Agency requirements (please see Section VIII below), suggest locations, and make necessary arrangements for meetings or conferences as requested by written technical direction from the WACOR. The contractor shall identify potential speakers and participants to attend EPA sponsored events, issue invitations, and conduct pre-meeting and on-site registration activities. The contractor shall develop and assemble agendas, supplemental materials (e.g., handouts, presentations, participant list), and other preparatory activities as needed. The contractor shall facilitate sessions and provide support to invited presenters and subject matter experts as required. Work on task activities shall begin upon receipt of written technical direction from the EPA WACOR.

The contractor shall adhere to Agency requirements for reserving meeting space. Any speakers or experts identified for travel reimbursement must have a clear role in the meeting/workshop and must have consultant agreements in place.

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, shall be obtained by the WACOR or EPA CL COR as needed and provided to the Contracting Officer. Work on conference-related activities and expenses shall not occur until this approval is obtained and provided by the WACOR, CL COR or CO.

- Support the writing, review, and/or dissemination of documents created in relation to Homeland Security coordination activities and other related project documents as requested in written technical direction by the EPA WACOR.
- Develop information and outreach materials for the Water Sector as requested in written technical direction by the EPA WACOR. This may include, but not be limited to, the development of fact sheets, presentations, exercises, and briefings.

Deliverables: Listed in Section V of this performance work statement.

Task 2: Completion, Review, and Deployment of VSAT Web

Task Manager: Dan Schmelling

The contractor shall complete the development and deployment of VSAT Web, which is an application of EPA's Vulnerability Self-Assessment Tool (VSAT) that is designed for use on mobile

devices like tablets and iPads. Under WA 1-03 of this contract, the contractor completed a beta version of VSAT Web that was released for unrestricted review by Water Sector stakeholders. The focus of this task under WA 2-03 shall be to complete any revisions to VSAT Web as directed by the EPA Task Manager based on comments generated during review of the beta version. The contractor shall also provide support as needed to deploy VSAT Web on an EPA server.

Specifically, the contractor shall complete the following subtasks.

Subtask 2.1: Complete the development of VSAT Web following stakeholder review

The EPA Task Manager will provide written technical direction to the contractor specifying any changes the contractor shall make to VSAT Web based on reviewer comments. The contractor shall implement these changes to the application and produce a final version of VSAT Web for deployment.

In addition to Water Sector stakeholder review of VSAT Web, EPA expects to submit VSAT Web for review and approval under the DHS SAFETY Act program. This program provides limited liability protection against terrorism-related damages for products designated as effective anti-terrorism tools. The current PC version of VSAT (version 6.0) is approved under the DHS SAFETY Act program, and EPA will seek to have this approval extended to VSAT Web. The EPA Task Manager will be responsible for initiating this review with the DHS SAFETY Act office. The contractor shall support this review by providing documentation and access to the beta version of VSAT Web as required.

Subtask 2.2: Deploy VSAT Web on an EPA Server

The contractor shall work with EPA's National Computing Center and other EPA personnel as identified by the EPA Task Manager to deploy VSAT Web on an EPA server. This deployment must ensure the following:

- Access to a fully-functional version of VSAT Web by EPA and any external stakeholder;
- Compliance with all applicable requirements for deployment on an EPA server, which the contractor shall determine in consultation with designated EPA personnel;
- Capability to record contact information for users who access VSAT Web in order to inform them of corrections and updates to the application; and
- Capability for the contractor to make corrections to and update VSAT Web as required and as directed by the EPA Task Manager.

Subtask 2.3: Correct and Update VSAT Web Post-Deployment

As specified by the EPA Task Manager through written technical direction, the contractor shall correct problems with and make updates to VSAT Web following deployment on an EPA server. This subtask is not intended to include major software updates. Rather, it is limited to fixing problems and correcting issues identified with the application by users after deployment.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

Subtask 2.4: Complete WHEAT methodology peer review report

The contractor is expected to have initiated a peer review of the WHEAT methodology, with a focus on estimates of regional economic impacts, under WA 1-03 of this contract. Under WA 2-03, the contractor shall complete any remaining work on the peer review, including providing a final report that contains a record of reviewer comments, and recommendations on WHEAT methodology and potential paths forward for WHEAT.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

Task 3: VSAT Web Outreach and Training **Task Manager: Dan Schmelling**

The contractor shall conduct the following outreach and training tasks for VSAT Web:

- (1) Provide written (e.g., email) and verbal (phone) technical assistance in the use of all versions of VSAT and WHEAT (e.g., VSAT Web, VSAT 6.0 and WHEAT 3.0) as directed by the EPA Task Manager. Stakeholders may contact EPA to request technical assistance with downloading or using these tools. As necessary, EPA will pass these requests to the contractor and either (a) ask the contractor to provide assistance directly to the stakeholder by email or phone or (b) ask the contractor to provide a response to EPA, who will then contact the stakeholder.
- (2) Develop outreach and training materials on VSAT Web as directed by the EPA Task Manager through written technical direction. These materials are expected to include both promotional documents (e.g., flyers, fact sheets) and educational documents (e.g., presentations for webinars or in-person training).
- (3) Conduct up to 5 webinars on VSAT Web lasting up to 90 minutes each as directed by the EPA Task Manager through written technical direction. The contractor shall be responsible for developing the webinar materials and providing technical, logistical, and facilitation support for delivering the webinars. As specified by the EPA Task Manager, these webinars may be directed towards different target audiences, such as small systems and states.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

Task 4: Design VSAT Web Version 2.0

Task Manager: Dan Schmelling

When directed by the EPA Task Manager through written technical direction, the contractor shall initiate the design of VSAT Web Version 2.0. A primary objective of this task will be to make VSAT Web compliant with a revised version of *AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems* (hereinafter, J100 Standard). At this time, an AWWA committee is revising the J100 Standard, with the revisions expected to be finalized in 2017 (date TBD). Work on this task will not begin until the revised J100 Standard is final.

The design of VSAT Web 2.0 shall include the following enhancements:

- (1) Compliance with the revised J100 Standard. Because the changes being made to the J100 Standard are not yet final, a complete list of the modifications necessary for VSAT Web to be compliant cannot be provided at this time. In general, EPA expects that the underlying risk analysis methodology of the J100 standard will not be changed. The revised standard is expected to include a new Utility Resilience Index, additional information on natural hazards, and a new method for calculating the likelihood of man-made threats.

EPA will provide the revised J100 Standard to the contractor when it is final. At that time, the contractor shall review it and determine the changes required to VSAT Web to be compliant. The contractor shall then provide EPA with a list of proposed changes to VSAT Web, and shall design those changes approved by the EPA Task Manager.

- (2) A man-made threat likelihood calculator. VSAT requires users to estimate the likelihood of man-made threats, but provides no tools to assist users with this estimate. The contractor shall design a calculator that operates within VSAT Web and assists users with determining the likelihood of man-made threats. This calculator may be based on a methodology in the revised J100 Standard or on an alternate methodology approved by the EPA Task Manager.

- (3) Additional enhancements as directed by EPA. The contractor shall design additional enhancements to VSAT Web as directed by the EPA Task Manager through written technical direction. EPA does not anticipate that these enhancements will entail significant modifications. Rather, they will comprise improvements based on stakeholder feedback from using the current version of the application.

EPA does not anticipate that any travel or participation in in-person stakeholder meetings will be required from the contractor for this task. The EPA Task Manager may organize a stakeholder review of VSAT Web. However, this review, if it occurs, would be conducted on-line and not in-person.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

Task 5: Develop Water Sector Cybersecurity Materials

Task Manager: Dan Schmelling

The purpose of this task is to develop materials that support EPA's efforts to promote the adoption of cybersecurity best practices in the water sector. As directed by the EPA Task Manager through written technical direction, the contractor shall develop the following:

- (1) Brief assessment, planning, and other documents developed in response to requests by the National Security Council, GAO, or other government entities or infrastructure sector groups. For estimating purposes, assume that up to 3 documents may be required.
- (2) Brief, targeted guidance documents for underserved segments of the water sector, such as small systems and technical assistance providers. For estimating purposes, assume that up to 3 documents may be required.
- (3) Web page design and technical assistance as needed to support hosting key water sector cybersecurity materials on a public web site.
- (4) Outreach materials that promote water sector cybersecurity. For estimating purposes, assume that up to 3 documents may be required.

EPA does not anticipate that any travel or participation in in-person stakeholder meetings will be required from the contractor for this task. The EPA Task Manager may organize a stakeholder review of VSAT Web. However, this review, if it occurs, would be conducted on-line and not in-person.

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

Task 6: Update WHEAT

Task Manager: John DeGour

The purpose of this task is to update WHEAT's data tables to provide more accurate and up to date public health and economic consequence data to the water sector. As directed by the EPA Task Manager through written technical direction, the contractor shall develop the following:

- (1) An updated version of WHEAT with applicable data tables used to calculate public health

and economic data replace with its most current version and language/documentation within WHEAT to reflect new data sources and version of tool (WHEAT 3.1)

(2) Tool deployment support

Deliverables: Listed in Section V of this performance work statement.

Deliverables must be provided in draft form for EPA review and approval prior to being finalized. Multiple drafts may be required prior to EPA approval.

V. SCHEDULE/DELIVERABLES No change to existing deliverable, new deliverable added.

The schedule of deliverables is included within each specific task.

SCHEDULE/DELIVERABLES

<i>Task 0: Work Plan and Monthly Progress Reports</i>		
Objective	Deliverables	Date
0	<ul style="list-style-type: none"> • Work plan • Project Specific Quality Assurance Project Plan • monthly progress and financial reports 	In accordance with contract requirements
<i>Task 1: Water Sector Homeland Security meeting/document support</i>		
1	<ul style="list-style-type: none"> • Meeting Support • Writing/document support • Outreach materials 	TBD by written technical direction from the EPA WACOR
<i>Task 2: Complete, Review, and Deploy VSAT Web</i>		
Subtask	Deliverables	Date
2.1	<ul style="list-style-type: none"> • A process to receive and catalogue reviewer comments, as well as responses to and disposition of reviewer comments; and • Completed VSAT Web application 	TBD by written technical direction
2.2	<ul style="list-style-type: none"> • VSAT Web deployed on an EPA server 	TBD by written technical direction

2.3	<ul style="list-style-type: none"> Corrected versions of VSAT Web to address problems, if any, identified following deployment 	TBD by written technical direction
2.4	<ul style="list-style-type: none"> Provide a final report to include a record of reviewer comments, and recommendations on WHEAT methodology. 	TBD by written technical direction
Task 3: Outreach and Training on VSAT Web		
Objective	Deliverables	Date
1	<ul style="list-style-type: none"> Written (e.g., email) and verbal (phone) technical assistance in the use of WHEAT and VSAT provided to stakeholders or EPA, as directed by EPA, in response to stakeholder requests for help. 	TBD by written technical direction
2	<ul style="list-style-type: none"> Outreach and training materials to carry out the activities under this task. 	TBD by written technical direction
3	<ul style="list-style-type: none"> Conduct up to 5 webinars on VSAT Web lasting up to 90 minutes each. 	TBD by written technical direction
Task 4: Design VSAT Web Version 2.0		
Objective	Deliverables	Date
	<ul style="list-style-type: none"> Requirements documentation, screen mock-ups, and other documents as directed by the EPA Task Manager through written technical direction to support the design process. 	TBD by written Technical Direction
Task 5: Develop Water Sector Cybersecurity Materials		
Objective	Deliverables	Date
1	<ul style="list-style-type: none"> Up to 3 brief assessment, planning, and other documents developed in response to requests by the National Security Council, GAO, or other government entities or infrastructure sector groups. 	TBD by written technical direction
2	<ul style="list-style-type: none"> Up to 3 brief, targeted guidance documents for underserved segments of the water sector, such as small systems and technical assistance providers. 	TBD by written technical direction

3	<ul style="list-style-type: none"> Web page design and technical assistance as needed to support hosting key water sector cybersecurity materials on a public web site. 	TBD by written technical direction
4	<ul style="list-style-type: none"> Up to 3 outreach documents that promote water sector cybersecurity. 	TBD by written technical direction
Task 6: Update WHEAT		
Objective	Deliverables	Date
1	<ul style="list-style-type: none"> A fully functional, updated version of WHEAT 3.1 	TBD by written technical direction

VI. REPORTING REQUIREMENTS

Monthly Progress Reports (including a progress evaluation discussion)
Financial Reports

VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

VIII. CONFERENCES AND WORKSHOPS

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, including all outlays for conference preparation, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will provide it to the CO. The CO will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost

estimates/actuals). In case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to conference@epa.gov.

IX. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

The WACOR shall identify which of delivered products will require 508 compliance.

QUALITY ASSURANCE SURVEILLANCE PLAN for WSD's Mission Support

Quality Assurance Surveillance Plan

The requirements contained in this WA are considered performance-based, focusing on the Agency's desired results and outcomes. The contractor shall be responsible for determining the most effective means by which these requirements will be fulfilled. In order to fulfill the requirements, the contractor shall design innovative processes and systems that can deliver the required services in a manner that will best meet the Agency's performance objectives. This performance-based requirement represents a challenge to the contractor to develop and apply innovative and efficient approaches for achieving results and meeting or exceeding the performance objectives, measures, and standards in Attachment 4 of the contract. The Contractor's performance will be reflected in the positive or negative evaluation offered by the Agency in the Contractor Performance Evaluation (CPE) which is evaluated annually (per the "Contractor Performance Evaluation" clause in the contract). The WACOR shall submit a complete annual review of the areas outlined in the Quality Assurance Surveillance Plan (QASP), included in the contract, which will then be utilized by the CLCOR in preparing the overall evaluations submitted annually in response to the Contractor Performance Evaluation requirements in the contract.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 02-04				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Creating Resilient Water Utili				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.2, 2.5, 2.10, 2.15, 2.16, 3.1, 3.3, 3.4, 3.5					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance From 08/01/2017 To 07/31/2018				
Comments: In accordance with clause B.1. immediate start is authorized for this work assignment beginning on August 1, 2017. If the work plan is not approved within 35 calendar days after receipt of the work plan, the contractor shall stop work.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: Cost/Fee:						LOE: 0				
08/01/2015 To 07/31/2018										
This Action:						7,550				
Total:						7,550				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:						Cost/Fee LOE:				
Cumulative Approved:						Cost/Fee LOE:				
Work Assignment Manager Name Curt Baranowski <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number: 202-564-0636				
						FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name Erin Ridder <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number: 513-487-2155				
						FAX Number:				
Contracting Official Name Donna Reinhart <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> (Signature) (Date) </div>						Branch/Mail Code:				
						Phone Number: 513-487-2114				
						FAX Number:				

PERFORMANCE WORK STATEMENT
CSRA EP-C-15-012
Work Assignment No. 02-04
Period of Performance: 8/1/17-7/31/18

I. ADMINISTRATIVE:

A. Title: Support for Creating Resilient Water Utilities Initiative: Tool Development, Technical Assistance, and Education

B. Work Assignment Manager:

Curt Baranowski
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Avenue, NW (MC:
4608-T)
Washington, DC 20460
202-564-0636
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Alternate Work Assignment Manager:

Ashley Greene
Office of Ground Water and Drinking
Water (OGWDW)
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C. Quality Assurance:

The tasks in this work assignment do require environmental measurements. Consistent with the Agency's quality assurance (QA) requirements, the contractor needs to supplement the Contract Level Quality Assurance Project Plan (QAPP) or to prepare a Project-Specific Quality Assurance Project Plan (PQAPP). The contractor shall immediately notify the Contract Level Contracting Officer Representative (CL-COR) of any significant QA issues, and how they are being resolved addressed, in the monthly progress reports as specified below under Task 0. For deliverables utilizing geospatial datasets, quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>.

D. Background:

The U.S. Environmental Protection Agency (EPA or Agency) has established its Creating Resilient Water Utilities (CRWU) initiative to enable the water sector, which includes drinking water, wastewater, and storm water utilities, to identify, develop and implement infrastructure improvements and operational strategies that account for the risk associated with current and long-term weather patterns. CRWU recognizes that any comprehensive approach to utility resilience must include both adaptation and mitigation; it also seeks to engage a broad range of water sector stakeholders in developing a holistic approach under which these risks can be addressed at the utility level.

II. OBJECTIVE:

The contractor shall support the priorities and requirements of the Water Security Division (WSD) as related to the CRWU initiative activities. The work assignment (WA) supports EPA's efforts to pursue activities related to the resilience of the Nation's water sector

infrastructure to threats from various entities, including the associated challenge to the water sector's ability to fulfill its public health and environmental mission. Extreme weather events, sea-level rise, temperature changes, and shifting precipitation and runoff patterns, all have significant implications for sustainability of the Nation's water sector. The water sector will need to develop effective adaptation strategies to address potential impacts.

This work assignment supports the mission of WSD as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long-term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

The intended audience for this project is drinking water, wastewater, and stormwater utilities, as well as other parties that support these utilities as they begin to understand and consider challenges, adaptation options, and financing for these options to build resilience and increase overall effective utility management.

Partners in CRWU-related coordination efforts include but are not limited to the following:

- Drinking Water and Wastewater Associations and Stakeholders
- EPA program offices such as Office of Research and Development, and various other components of Office of Water (e.g., Office of Wastewater Management, Drinking Water Protection Division, and Office of Wetlands, Oceans, and Watersheds)
- Federal Agencies
- EPA Regional offices

This work shall be completed commensurate with Sections 2.2, 2.5, 2.10, 2.15, 2.16, 3.1, 3.3, 3.4, 3.5, and 3.6 of the Contract Level PWS. The level of effort estimated for this work assignment is 7,550 hours.

III. TASK DETAIL:

The contractor shall perform the following tasks:

Task 0 - Work Plan Submission:

The contractor shall prepare a detailed work plan and budget for the accomplishment of the indicated tasks in accordance with the clause Work Assignments (EPAAR 1552.211-74). The work plan shall include a description of (a) proposed staff, (b) the number of hours and labor classifications proposed for each task, broken down to task level, to include both prime contractor and subcontractor labor, and (c) a list of deliverables, with due dates and schedule for deliverables.

In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level Quality Assurance Project Plan (QAPP) or a Project-Specific Quality Assurance Project Plan (PQAPP) is not required.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 01-04. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice level of effort (LOE) and costs broken out by the tasks in this WA. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. The contractor shall immediately notify the CL-COR and EPA WA Contracting Officer's Representative (WACOR) if any changes to the collection and analysis of the data is needed and prepares a PQAPP accordingly.

The contractor shall immediately alert the EPA WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event (e.g., meeting or training). Those costs would include travel of prime and consultant personnel, planning and facilitation costs, audio/visual, and rental of venue costs. The EPA WACOR will prepare approval internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Task 1 - Programming and Improvement of and User Technical Support for Creating Resilient Water Utility Tools:

The contractor shall support the programming and improvement, including "bug" fixes, of existing CRWU initiative tools such as the CREAT and the Extreme Events Workshop Planner (EEWP). This may require the contractor to maintain and update existing tools, as well as coordinate with and support EPA's National Computer Center support.

The contractor shall develop and deliver Version 3.1 of CREAT, which will include several updates to the user interface (UI), workflow (process) and underlying database. The specific changes, to be provided through Technical Direction, shall be generally grouped into four (4) categories: 1) Fixes to issues identified during reviews of Version 3.01 of CREAT. Assume all pending items logged in Jira, which is CSRA's tracking system for potential fixes to CREAT and other web applications, as "Bugs" are to be addressed under this category; 2) Revisions and necessary refinements edits to software content. Assume all pending items logged in Jira as 'Improvements' are to be addressed under this category; 3) Expansion of CREAT database content. Assume all pending items logged in Jira as "Database changes" plus the integration of new data metrics (details below) are to be addressed under this category; and 4) Alteration of CREAT process suggested by CREAT users and stakeholder experts based on their experience with the software. The scope of these potential changes to the UI and sequence of steps depend on the results of the Working Group process described below.

This update to the software shall developed in coordination with the CREAT Working Group, an expert stakeholder group to be comprised of CREAT exercise participants, Federal partners

in adaptation and resilience planning, representatives from other EPA Offices and Regions, and members of previous CREAT Working Groups that advised on previous development efforts. For estimation purposes, assume the development process will include the following steps:

- A. Complete the identification of CREAT Working Group members, begun under WA 01-04, and provide regular updates to CREAT Working Group, assume monthly emails.
- B. Use the Framework document developed under WA 01-04, develop list of key themes for changes to CREAT based on specific changes to database and workflow.
- C. For each theme, engage select members from Working Group in webinar discussions of project plans.
 - a. Goal for each discussion shall be to obtain validation of chosen approach to making change to CREAT by walking through revised UI and process.
 - b. Assume four (4) webinars to cover possible themes for drinking water and wastewater utilities.
- D. Compile results from discussions with selected Working Group members.
 - a. Develop requirements document and provide to Working Group for their review.
 - b. Develop software design mockups to illustrate development goals.
- E. Conduct CREAT Working Group meeting to review software development plans
 - a. Assume a single two-day meeting requiring travel for three (3) contractors to provide logistical support and present development plans and data collection requirements.
 - b. Assume travel support for six (6) SMEs shall be provided to critical CREAT Working Group members for their participation in the meeting.
 - c. Assume facilitation support shall be required for this meeting.
 - d. For cost estimate purposes, assume that EPA or a water sector partner will provide no-cost meeting space.
 - e. Assume one (1) webinar may be required to introduce Working Group members to development plans and schedule in advance of meeting.
- F. Compile results from discussions with selected Working Group members.
 - a. Develop requirements document and provide to Working Group for their review.
 - b. Develop software design mockups to illustrate development goals.
- G. Conduct CREAT 3.1 Pilot of Beta version of software, as well as CREAT mobile as defined below in this task, developed based on requirements collected during Working Group meeting.
 - a. Assume pilot to be held as two-day meeting requiring travel for three (3) contractors to provide logistical support and guide utility through CREAT process. For cost estimate purposes, assume possible locations such as Minneapolis, MN or Portland, OR. Meeting location(s) are subject to change, as well as partner input, the exact location will be identified through technical direction by the WACOR.
 - b. Assume two additional webinars may be required to introduce pilot utility to CREAT process and to de-brief utility following pilot event.
- H. Revise and publish software, then hold webinar with CREAT Working Group to receive final comments and confirm requirements addressed in development of Version 3.1

Contractor shall develop new hydrologic data metrics for inclusion in the database update required for deployment of Version 3.1 of CREAT. Selection of the specific metrics for inclusion in CREAT will depend on the results of discussions with CREAT Working Group in the above-described process. For estimation purposes, assume the collection of required data from published sources and development of database tables shall be conducted to support the following user goals:

- Updating SLR and providing access to either regional or local VLM factors.
- Adding new measure unit costs.
- Adding regional economic calculation from WHEAT.
- Select from expanded flexibility in hot days data. Support multiple thresholds for the definition of a hot day (90, 95, and 100 degrees F) and support selection of either the mean number of days per year or the maximum observed.
- Review frequency of extreme precipitation for 72-hour duration events (historical) and receive advice on how to apply scalars for projected changes in storm intensity already available in CREAT.
- Develop scenarios for drought (water supply challenge) frequency changes based on historical and projected frequency of low flow periods.
- Develop scenarios for floods based on changes in high flow event frequency and magnitude.
- Utilize projected changes in average stream temperature.
- Use updated sea-level rise data from NOAA with newly published regional factors to account for local factors.
- Access unit cost data for additional adaptive measures based on published costs for similar adaptation options implemented by others.
- Leverage data and method developed for regional economic impacts in the WHEAT calculator of VSAT web to estimate regional impact based on portion of system without service, duration of outage and location of the utility.

In tandem with the programming and delivery of on CREAT 3.1, the contract shall develop and deliver a mobile / tablet (e.g. iPad) version of CREAT 3.1. At a minimum, the contractor shall incorporate the following features into Mobile CREAT:

- A simple, intuitive, and easy to use tool for water and wastewater system owners and operators, not requiring specialized training for use.
- All functions from CREAT 3.1.
- File transfer with CREAT 3.0.
- Android and iOS operating systems.
- Secure data back-up and long-term storage both on an EPA database and outside of an EPA server (e.g. on the device or a private data storage solution).
- Applicable security guidelines and includes appropriate security controls for the protection of sensitive data.

User testing of CREAT mobile shall occur during the CREAT 3.1 Pilot of Beta version of software.

The contractor shall provide user technical support for CRWU initiative tools, the contractor shall address user support needs through phone, webinar, or via email.

Deliverable: See deliverable schedule below for details.

Task 2 - Development of Web-based Resilience Support Products:

The contractor shall develop a guided process Web tool for water utilities to pursue financial support for those infrastructure improvements identified as part of planning for building additional resilience. The potential projects that require support may be identified using other CRWU products, including the Resilient Strategies Guide and CREAT (<https://creat.epa.gov/>); to the extent technically feasible, this financial tool shall resemble these other online CRWU products and be accessible from the CRWU homepage (<http://www.epa.gov/crwu>) as an independent document and/or integrated directly into existing CRWU products, as appropriate.

The goal of this interactive financing tool shall be to guide users in identifying and connecting eligible water infrastructure funding sources (e.g., State Revolving Funds, Water Infrastructure Finance and Innovation Act) to adaptation options for enhancing long-term infrastructure resilience. Further, this guided tool shall provide additional assistance and resources for initiating the process to utilize these funding sources and provide successful utility funding examples, as available.

Upon receipt of Technical Direction, the contractor shall begin the development process, including the following high-level milestones:

- **Discovery:** confirm Web and technical specifications in draft documentation
- **Information Architecture:** provide proposed site map and wireframes
- **Design:** provide a static design based on the approved information architecture
- **Initial Build:** build templates in coordination with EPA
- **Application Content:** build out the site map and content on each page
- **Revision:** make changes based on EPA's review and user acceptance testing
- **Deploy:** update content and work with EPA to finalize website

As part of the Design and Revision steps above, the contractor shall, upon receipt of technical direction, support the convening of a stakeholder group that includes members of the water and financial sectors to review and advise on development goals and project outcomes. For planning purposes, assume the following:

- Three (3) webinars and one (1) in-person working group meeting.
- Travel for two (2) contractors and two (2) subject matter experts from the participating sectors for in-person meeting. For cost estimate purposes, assume possible locations such as Indianapolis, IN or St. Louis, MO. Meeting location(s) are subject to change, as well as partner input, the exact location will be identified through technical direction by the WACOR.
- The need to acquire hotel meeting space, which shall accommodate up to thirty (30) people.
- The contractor shall provide facilitation support.

The final version of the tool shall be accessible on the EPA Website from multiple device types (e.g., PCs and tablets), operating systems (e.g., Mac OS, Microsoft Windows, iOS, Android) and browsers supported on these platforms (e.g., Internet Explorer, Firefox, Chrome, Safari). Browser version compatibility of final product shall be part of requirements and based on current browser use statistics and known stakeholder and EPA preferences. This Web application will be publicly accessible with no need to provide or manage usernames and passwords. Developers shall use responsive design to ensure that the dimensions of the screen render appropriately given the user's device.

Deliverables: The development and completion of a first version of the financing tool, including supporting documents for software and summaries from stakeholder meetings. See deliverable schedule below for details.

Task 3 - Support Direct Technical Assistance Activities with Utilities Using CREAT:

In collaboration with EPA, the contractor shall provide long-term weather condition risk assessment technical assistance to up to three (3) water sector utilities or communities. The contractor shall use CREAT, a risk assessment tool, to help participants understand how to use the tool and develop their risk assessment. EPA and the contractor will work together to identify the appropriate water sector utility that will receive this assistance. The exercise process requires the revision of agendas and presentation material templates used in multiple previous exercises and provision of logistical support for scheduling events, including an in-person visit to the utility/community. For planning purposes, the contractor shall assume the following to each exercise: three (3) webinars with participants, as well as travel for two (2) contractors for one (1) two-day onsite visit. For cost estimate purposes, assume possible locations such as Greenville, SC or Boulder, CO. Meeting location(s) are subject to change, as well as partner input, the exact location will be identified through technical direction by the WACOR.

Note, participating assessment utilities shall be willing to assist in the development and attend related workshop(s) of the web-based financial support tool identified in Task 2.

Deliverable: Documentation of each exercise with compiled notes from all meetings and a summary report developed in collaboration with each participating utility/community.

Task 4 – Continued Utility Assistance through Training Workshops in Coordination with EPA Regions and Water Sector Stakeholders:

Support and provide extreme weather event, long-term planning workshops across the U.S. to train water sector utilities, States, associations, and environmental trainers, etc. on the use and application of CREAT and other CRWU initiative tools.

Deliverable:

- Support and provide the two-day workshop curriculum developed under WA 01-04 in coordination with the WUCA. Thirty (30) to forty (40) participants will be trained in this workshop. For planning purposes, assume travel for three (3) contractors and two (2) subject matter experts for this workshop.

- Support, develop, and provide four (4) new one-day long-term planning and resilience workshops; these workshops will train water sector utilities, States, associations, consultants, environmental trainers, and other water sector stakeholders on the use and application of CREAT and other CRWU initiative tools. The contractor shall support these workshops with one (1) follow-up webinar for each workshop. In coordination with EPA Headquarters and Regional offices, training workshops shall be developed based on similar past formats. Participants shall receive training on specific threats to their region via subject matter experts and local case studies. Utilities shall start to build a risk assessment file within CREAT. Thirty (30) to forty (40) participants shall be trained in each workshop. For planning purposes, assume travel for three (3) contractors and two (2) subject matter experts for each workshop. For cost estimate purposes, assume possible locations such as Tucson, AZ or Portland, ME. Meeting location(s) are subject to change, as well as partner input, the exact location will be identified through technical direction by the WACOR. Also, assume the need to acquire hotel or training space for each workshop, which will accommodate up to forty-five (45) people.

Deliverable: See deliverable schedule below for details.

Task 5 – Additional Outreach for CRWU and Monitoring of CRWU Initiative

Performance (Metrics):

To continue to support the CRWU initiative, the contractor shall, upon receipt of Technical Direction:

- Provide document assistance and scientific and technical support to facilitate and enhance EPA's CRWU efforts. Specific activities will be assigned through written technical direction by the EPA WACOR in response to the EPA's support needs.
- Support generic outreach and metrics tracking. While outreach is a part of every task, some specific actions such as product releases, publications, conference participation and briefings may necessitate updates to metrics.
- Support, through webinars, EPA's CRWU in coordination with our international counterparts in Australia, UK, Africa, Europe and Canada.
- Support EPA's ability to invite and provide travel support to up to five (5) previous CREAT assessment participants as utility SMEs to advocate and speak on behalf of CRWU and CREAT at conferences. For cost estimate purposes, assume possible locations such as New Orleans, LA or San Antonio, TX. Meeting location(s) are subject to change, as well as partner input, the exact location will be identified through technical direction by the WACOR.
- Provide outreach on CRWU initiative resources by developing content, organizing, and providing three (3), one-hour webinars on relevant and unique water sector extreme weather event, long-term planning risk assessment tools and subjects; with a heavy focus on and promotion of CREAT.
- Develop one new three (3) to five (5) minute CRWU initiative promotional video and finalize the video initiated under WA 01-04 for the City of Los Angeles. For planning purposes, assume two (2) trips and two (2) contractors traveling for travel to Los Angeles, CA related to the development of the new video.

Deliverable: See deliverable schedule below for details.

IV. SCHEDULE OF DELIVERABLES:

Specific deliverables, by Task, are detailed in the table below.

This work requires experience in the development and manipulation of basic geospatial datasets, map layer, geodatabases and ESRI map application templates. It is necessary for the contractor to have familiarity with EPA's Geoplatform, or a similar platform at another federal agency or department.

TASK No.	DELIVERABLE	DATE DUE TO EPA
Task 0 - Workplan Submission		
	Workplan and budget	Per contract.
	Monthly progress reports	Monthly
Task 1 - Programming and Improvement of and User Technical Support for Creating Resilient Water Utility Tools		
	Establish CREAT Working Group	September 15, 2017
	Hold CREAT Working Group Meeting	November 15, 2017
	Deliver CREAT 3.1 and Mobile Beta for EPA Review	March 30, 2018
	Hold Utility Pilot	April 30, 2018
	Address EPA and Utility Pilot Comments and Concerns on CREAT 3.1 and Mobile	May 30, 2018
	Deliver Final CREAT 3.1 and Mobile to EPA	June 29, 2018
	Assume 10 generic technical assistance requests per month related to CRWU Tool Support. Assume 20 requests, in this option period, to assist in converting CREAT 2.0 files to the latest version of the tool.	To be determined by technical direction.
	Fix Existing Tool "Bugs"	To be determined by technical direction; an exact date cannot be determined.
Task 2 - Development of Web-based Resilience Support Products (Financing Tool)		
	Information architecture document	To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder or management feedback
	Design document	
	Support for utility SMEs (up to 4 trips)	
	Stakeholder meeting document support and summary notes	

Draft product for EPA review	To be determined by technical direction; an exact date for detailed work cannot be determined prior to receiving stakeholder or management feedback.
Revised documentation	
Stakeholder review documentation	
Final product ready for posting to EPA’s website	
Final Product will be delivered to EPA no later than June 30, 2018 .	
Task 3 – Support Direct Technical Assistance Activities with Utilities Using CREAT	
Documentation (summary notes) from each exercise	June 29, 2018
Summary report from each exercise	
Task 4 – Continued Utility Assistance through Training Workshops in Coordination with EPA Regions and Water Sector Stakeholders	
Support and provide the workshop developed in coordination with the WUCA. Documentation (summary notes) from the workshop.	November 15, 2017
Support, develop, and provide four (4) new CRWU and CREAT workshops. Documentation (summary notes) from the workshop.	June 29, 2018
Task 5 – Additional Outreach for CRWU and Monitoring of CRWU Initiative Performance (Metrics)	
Document assistance and scientific and technical support	To be determined by technical direction; an exact date cannot be determined prior to receiving stakeholder or management feedback
Support international coordination (attend up to 6 webinars)	
Support for utility SMEs (up to 5 trips)	
Quarterly outreach metrics updates	September 29, 2017 December 29, 2017 March 30, 2018 June 29, 2018
Three (3) CRWU Webinars	March 30, 2018
Two (2) Videos	July 30, 2018

V. MISCELLANEOUS:

Software Application Files and Accessibility:

Software application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Regarding FITARA, online publications of maps will leverage EPA's GeoPlatform technical architecture, hardware and software, to the fullest extent possible for public search and discovery. Quality assurance and metadata support should adhere to Agency approved Geospatial procedures and standards, see: <https://www.epa.gov/geospatial/geospatial-policies-and-standards>. All geospatial metadata will, as required by OMB, be published in EPA's Environmental Data Gateway which serves Data.gov, see: <https://edg.epa.gov/metadata/catalog/main/home.page>

Preferred text format:	MS Word 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0
Preferred technology:	ESRI ArcGIS Desktop 10.4 or higher

The EPA WACOR shall identify which of delivered products will require 508 compliance.

VI. TRAVEL

The contractor shall anticipate thirty-one (31) contractor trips and twenty-three (23) SME trips in support of this WA over the duration of the performance period. Travel shall be directly related to the scope of this Work Assignment and support advancement of the work under Tasks 1, 2, 3, 4, and 5, as well as the EPA's Mission to ensure protection of human health and the environment.

VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VIII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The

contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR, or WACOR.

IX. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

X. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

XI. QUALITY ASSURANCE SURVEILLANCE PLAN:

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 02-04				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Creating Resilient Water Utili				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.2, 2.5, 2.10, 2.15, 2.16, 3.1, 3.3, 3.4, 3.5					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2017 To 07/31/2018					
Comments: The NTE ceiling on Task 0 remains the same, Task 1 is increased to LOE: 2,000 hrs and cost of \$200,000, Task 2: remains the same, Task 3: remains the same, Task 4: ceiling increased to an LOE of 600 hours, cost remains the same, Task 5 remains the same.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:			LOE:					
08/01/2015 To 07/31/2018										
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Curt Baranowski <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-0636 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name Donna Reinhart <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 513-487-2114 FAX Number:			

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment </div> <div style="border: 1px solid black; padding: 5px;"> Work Assignment Number 02-04 <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002 </div> </div>										
Contract Number EP-C-15-012		Contract Period 08/01/2015 To 07/31/2018 Base Option Period Number 2		Title of Work Assignment/SF Site Name Creating Resilient Water Utili						
Contractor CSRA LLC			Specify Section and paragraph of Contract SOW 2.2, 2.5, 2.10, 2.15, 2.15, 2.16, 3.1, 3.3, 3.4, 3							
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance From 08/01/2017 To 07/31/2018							
Comments: The CPFF NTE task ceilings are updated as follows for the subject WA. Task 0: \$55,000; Task 1:LOE: 1,200 hrs. Budget: \$120,000; Task 2:LOE:0 Budget:0; Task 3: LOE:0 Budget:0; Task 4:LOE: 600 hrs.Budget: \$50,000; Task 5:LOE:10 hrs. and Budget: \$5,000. The total CPFF ceiling for the WA is \$230,000.00										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 08/01/2015 To 07/31/2018		Cost/Fee:		LOE: 7,550						
This Action:		0								
Total:		7,550								
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Curt Baranowski _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 202-564-0636				
						FAX Number:				
Project Officer Name Nancy Parrotta _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Donna Reinhart _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 513-487-2114				
						FAX Number:				

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment </div> <div style="border: 1px solid black; padding: 5px;"> Work Assignment Number 02-04 <input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003 </div> </div>										
Contract Number EP-C-15-012		Contract Period 08/01/2015 To 07/31/2018 Base Option Period Number 2		Title of Work Assignment/SF Site Name Creating Resilient Water Utili						
Contractor CSRA LLC			Specify Section and paragraph of Contract SOW 2.2, 2.5, 2.10, 2.15, 2.15, 2.16, 3.1, 3.3, 3.4							
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval			Period of Performance From 08/01/2017 To 07/31/2018							
Comments: The CPFF NTE task ceilings are updated as follows for the subject WA. Task 0: \$55,000; Task 1: Budget: \$120,000; Task 2 Budget:0; Task 3: Budget:0; Task 4:Budget: \$50,000; Task 5:Budget: \$5,000. The total CPFF ceiling for the WA is \$230,000.00										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 08/01/2015 To 07/31/2018		Cost/Fee:		LOE: 7,550						
This Action:				0						
Total:				7,550						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:			Cost/Fee			LOE:				
Cumulative Approved:			Cost/Fee			LOE:				
Work Assignment Manager Name Curt Baranowski						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-0636				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Donna Reinhart						Branch/Mail Code:				
_____ (Signature) (Date)						Phone Number: 513-487-2114				
						FAX Number:				

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> </div> <div> United States Environmental Protection Agency Washington, DC 20460 Work Assignment </div> </div>						Work Assignment Number 02-04				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2018			Title of Work Assignment/SF Site Name Creating Reslient Water Utili				
			Base Option Period Number 2							
Contractor CSRA LLC				Specify Section and paragraph of Contract SOW 2.2, 2.5, 2.10, 2.15, 2.16, 3.1, 3.3, 3.4						
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance						
				From 08/01/2017 To 07/31/2018						
Comments: The purpose of this amendment 4 to CSRA (EP-C-15-012) WA 02-04 is to increase the NTE ceiling to \$270,000 including the following task ceilings: Task 0: \$65,000, Task 1: \$140,000, Task 2: \$0, Task 3: \$0, Task 4: \$50,000 and Task 5: \$15,000.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
08/01/2015 To 07/31/2018				7,550						
This Action:				0						
Total:				7,550						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Curt Baranowski _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 202-564-0636				
						FAX Number:				
Project Officer Name Nancy Parrotta _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
Contracting Official Name Donna Reinhart _____ (Signature) (Date)						Branch/Mail Code:				
						Phone Number: 513-487-2114				
						FAX Number:				

Work Assignment Form. (WebForms v1.0)

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 02-04				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000006				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2019			Title of Work Assignment/SF Site Name				
			Base Option Period Number 2			Creating Resilient Water Utili				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.2, 2.5, 2.10, 2.15, 2.16, 3.1, 3.3, 3.4					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2017 To 07/31/2018					
Comments: The purpose of amendment 6 to CSRA (EP-C-15-012) WA 02-04 is to increase the task ceilings as follows: Task 0: Budget: \$90,000, Task 1: Budget: \$200,000, Task 2: Budget: 0, Task 3: Budget: 0, Task 4: Budget: \$235,000 and Task 5: Budget remains the same: \$20,000. The total NTE CPFF ceiling for the WA is \$545,000.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
SFO <input type="checkbox"/> (Max 2) Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 7,550				
08/01/2015 To 07/31/2019										
This Action:						0				
Total:						7,550				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Curt Baranowski						Branch/Mail Code:				
						Phone Number: 202-564-0636				
						FAX Number:				
_____ (Signature) (Date)										
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
						Phone Number: 202-564-5260				
						FAX Number:				
_____ (Signature) (Date)										
Other Agency Official Name						Branch/Mail Code:				
						Phone Number:				
						FAX Number:				
_____ (Signature) (Date)										
Contracting Official Name Donna Reinhart						Branch/Mail Code:				
						Phone Number: 513-487-2114				
						FAX Number:				
_____ (Signature) (Date)										

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 02-08			
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:			
Contract Number EP-C-15-012		Contract Period 08/01/2015 To 07/31/2018 Base Option Period Number 2		Title of Work Assignment/SF Site Name Emergency Preparedness, Resp					
Contractor CSRA LLC				Specify Section and paragraph of Contract SOW 2.1, 2.0, 2.3, 2.12, 2.14, 2.15, 2.16, 2.17, 2.18					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval				Period of Performance From 08/01/2017 To 07/31/2018					
Comments:									
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund </div>									
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.									
SFO <input type="checkbox"/> (Max 2)									
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars) (Cents)	Site/Project (Max 8)	Cost Org/Code
1									
2									
3									
4									
5									
Authorized Work Assignment Ceiling									
Contract Period:		Cost/Fee:		LOE: 0					
08/01/2015 To 07/31/2018									
This Action:				2,520					
Total:				2,520					
Work Plan / Cost Estimate Approvals									
Contractor WP Dated:				Cost/Fee		LOE:			
Cumulative Approved:				Cost/Fee		LOE:			
Work Assignment Manager Name Brian Pickard <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-0827 FAX Number:			
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:			
Other Agency Official Name Erin Ridder <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2155 FAX Number:			
Contracting Official Name Donna Reinhart <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2114 FAX Number:			

PERFORMANCE WORK STATEMENT
Work Assignment #02-08
CSRA EP-C-15-012
Performance Period 8/1/17-7/31/18

I. ADMINISTRATIVE

A. Title: Emergency Preparedness, Response and Recovery

**B. Work Assignment Contract
Officer's Representative(WACOR):
Brian Pickard**
Office of Ground Water and Drinking
Water (OGWDW)
1200 Pennsylvania Ave, NW (MC:4608T)
Washington, DC 20460
202-564-0827
202-564-0055 (fax)

Alternate WACOR:
Kevin Tingley
Office of Ground Water and Drinking Water
(OGWDW)
1200 Pennsylvania Ave, NW (MC: 4608T)
Washington, DC 20460
202-564-4619
202-564- 0055(fax)

C. Quality Assurance:

The tasks in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

D. Background

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to undertake several activities to increase the security and readiness of the Nation's drinking water supplies against terrorist attacks. One key objective for EPA set out by the Act is to review methods and means by which terrorists could disrupt the supply of safe drinking water or take actions against water infrastructure.

EPA has been designated as the sector specific agency for the water sector by Presidential Policy Directive (PPD) -21. As part of EPA's efforts as the sector specific agency, support is provided to the water sector for threat identification and national response efforts and exercises. The Agency is involved in a number of exercises each year, some of which are very large in scale.

The National Strategy for Homeland Security (White House, July 2002) has also designated EPA as the lead agency for the nation's water infrastructure sector. EPA's Homeland Security Strategy (2004) documents the Agency's efforts to provide support to drinking water and wastewater utilities. It includes placing "an emphasis on preparedness and prevention, assisting those responsible for these critical infrastructures in assessing and reducing vulnerabilities and maximizing their response capabilities. EPA will develop technologies to improve the nation's

critical infrastructure and key responders' abilities to detect and monitor environmental threats.” The tasks included in this work assignment support EPA’s efforts to enhance the preparedness, response, and recovery of the water sector critical infrastructure in the event of an incident of national significance or other natural or man-made incident.

The work that will be conducted under this work assignment is a continuation of work conducted in previous years. To date, a number of accomplishments have been achieved, including support for emergency response exercises and development of a flood and drought resilience and mitigation trainings. As requested, support materials from this work will be provided by the EPA WACOR to the Contractor.

II. OBJECTIVE

Under this work assignment, the contractor shall provide support to the Environmental Protection Agency’s efforts to protect the nation’s water infrastructure. The nation’s water infrastructure is subject to threats from various entities, as well as natural disasters, and preparedness information, training, and insight will provide support toward improved response to threats and incidents.

Under this work assignment, the contractor shall provide support to the Office of Water, Water Security Division (OW/WSD) (and other identified EPA offices or partners that come within the scope of this work statement) in its efforts to: enhance and promote national emergency preparedness, disaster response, and mutual aid and assistance for public and private water and wastewater utilities, states and federal partners on a national level; and develop national response exercises and activities related to these and other infrastructure threats and incidents.

To achieve this purpose, the contractor shall research, develop, maintain, edit, and disseminate technical information, guidelines, drills, field exercises, web tools, and procedures to aid in emergency preparedness, response and recovery; and shall track and coordinate efforts, drills, exercises and threats related to water security. The contractor may also be tasked with related efforts, including facilitating and coordinating water utility response networks to support and promote national emergency preparedness. Other requirements related to infrastructure analysis, strategic planning, tracking and measuring progress, mission priorities, communications, and emergency options for energy, communications, or transportation sectors may become necessary, subject to developing events.

Examples of other partners and external offices or agencies which may be included in coordination, and the nature of their involvement, are:

- Drinking water and wastewater associations and stakeholders: provide feedback on the needs of utilities and review information provided for dissemination;
- State and local governments/associations: provide feedback on the activities for state and local agencies including primacy agencies and emergency management agencies;
- Department of Homeland Security: the organizers and lead agency for the development of national exercises;
- EPA National Homeland Security Research Center: close partners of the Water Security Division in support of water security research;

- National Emergency Management Agency: administers the Emergency Management Assistance Compact (EMAC); and
- Regional offices of the EPA.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's Strategic Plan: 2011 to 2015 and EPA's Homeland Security Strategy (2004). Under EPA's Strategic Plan, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's Homeland Security Strategy, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards' approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

LOE: 2520

PWS: 2.1, 2.0, 2.3, 2.12, 2.14, 2.15, 2.16, 2.17, 2.18

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Support for Federal and State Agency Coordination and Emergency Response Exercises for the Water Sector

PWS Section: 2.3 Support Preparedness Planning, Threat Identification, and Emergency Response Effort; 2.18 Sector-Specific Agency Responsibilities and National Infrastructure Protection Plan Implementation

The contractor shall provide support to EPA in the following efforts:

Subtask 1a. State Emergency Response Exercises for the Water Sector.

The contractor shall provide support for development of one emergency response tabletop exercise for the water sector during the contract period of performance, location to be determined.

Stakeholders involved include EPA HQ (Office of Water, Office of Emergency Management), the Department of Health and Human Services (HHS), the Water Laboratory Alliance, one or more WARN networks, EPA Regional Water Teams, EPA On-Scene Coordinators, US Army Corps of Engineers (HQ and Districts), FEMA (HQ and Regions), State and Tribal primacy, permitting authority, and emergency management agencies, water and wastewater associations, Water ISAC and water and wastewater utilities. Issues to explore are to be determined, but may include any of the following: disaster declaration; preliminary damage assessment; activation of local or state mutual aid and assistance such as WARN, EMAC and Regional capabilities; national level reporting; resource management, request for assistance, mission assignment, and subtasking procedures; sampling and laboratory analysis; Incident Command System structures; data management; and cross-sector interdependencies.

The contractor shall perform the following activities and develop the associated deliverables, as directed:

1. Work with EPA to identify Exercise Design Team members
2. Develop background materials for review by the Exercise Design Team
3. Provide guidance to the Exercise Design Team on exercise options
4. Facilitate and take notes at Exercise Design Team meetings (including two 2-3 hour meetings and 3-4 additional 1 hour meetings)
 - a. Deliverable: meeting notes for Exercise Design Team calls
5. Develop exercise materials including information sheets, briefings, timelines, situation manuals, exercise plans, and job aids
 - a. Deliverable: Situation Manual for State Exercise
 - b. Deliverable: Exercise Fact Sheet
6. Facilitate the exercises and conduct the Hot Washes
7. Develop After Action Reports for exercise participants
 - a. Deliverable: Exercise After Action Report

For estimating purposes, it is anticipated that the State Exercise will require one trip for up to two (2) contractor staff lasting up to three days. The contractor should assume that the exercise will be conducted in a TBD state in the Midwest.

Exercise Follow-up

The contractor shall also provide support, as needed, to the state planning team. Support could include the following:

1. Convening the Exercise Design Team for a "where are we now" meeting
 - a. Deliverable: Meeting notes for Design Team meeting
2. Working with the Exercise Design Team to determine which actions from their Improvement Planning Matrix remain to be addressed and develop plans for addressing them.
3. Leveraging the latest fact sheets and consolidating lists of resources that can help the states accomplish their action items. Resources cover topics such as power requirements, temporary water systems, and a checklist for utilities to use when coordinating with their local Emergency Management Agencies.
4. Leveraging materials from Fed FUNDS, helping state agencies develop or refine existing water sector-specific Damage Assessment forms
5. Helping state agencies to develop or refine existing pre-identified resource requests/FEMA Action Request Forms

Subtask 1b. National Level Exercise and Federal Agency Coordination Support

The contractor shall support EPA involvement in the DHS-sponsored National Level Exercise 2017, as directed by the WACOR. The contractor shall be prepared to provide support for meeting notes (up to two meetings) and review of the scenario and water-related injects.

The contractor shall also be prepared to provide the following support for Federal agency coordination:

1. Support meetings/conference calls with federal stakeholders, including FEMA and Department of Energy (DOE), and other Water Sector partners on areas related to ESF implementation (e.g., Standard Operating Procedures [SOPs]) and improving situational awareness among Federal agencies during disasters
2. Supporting development of one ESF #3 training session for USACE
3. Support review of DHS-EPA Joint Water Sector Response Tabletop Exercise materials, as directed by the WACOR.

For estimating purposes: The contractor should estimate providing notes on up to two 1-hour conference calls with federal stakeholders and development of summary notes. The ESF #3 training session would involve development and delivery of a PowerPoint presentation of approximately 30 minutes. The contractor should assume one review of up to two DHS-EPA Tabletop Exercise documents, such as a Situation Manual or Master Scenario Event List.

No travel is expected for this subtask.

Subtask 1c. Water Teams

The 10 EPA Regions have developed teams of volunteers prepared to deploy when needed to support the needs of a state affected by a major disaster, under ESF #3 or another authority.

During this period of performance, the contractor shall support continued development of regional water teams by providing, as directed, the following types of support:

1. Support of quarterly Water Teams Conference calls, including agenda development, note taking, and tracking of action items.
2. Up to two Water Team web casts on topics to be determined.
3. Continued development of Water Team Training Toolbox. The Toolbox serves as a customizable resource for Water Teams to conduct refresher training on subjects such as deployment, ICS/NIMS principals, reporting requirements, health and safety considerations, federal funding practices, and the Public Assistance program. Most of the toolbox contents will be provided by the Regional Water Teams; some training materials may need to be developed by the contractor.

For estimating purposes: Web cast presentations will be between 20-30 slides in length – contractors will not be responsible for presenting. Summary of water team capabilities will be 3-5 pages.

No travel is anticipated for this subtask.

Subtask 1d. ASDWA Security Committee and Additional Association Support

The contractor will provide support to EPA in working with the ASDWA Security Committee to develop products to increase the level of preparedness among State primacy agencies. Possible products include a fact sheet, a webinar, a journal article, or an Agency policy letter (to state/local EOCs). The contractor should assume a level of effort associated with development of one journal article and one webinar.

The contractor shall consult with EPA to identify an additional association (e.g.; International Association of Emergency Managers, National Governors Association, National Association of Clean Water Agencies) with whom to partner regarding the importance of water sector representation in local and State EOCs. Based on these collaborations, the contractor should assume a level of effort associated with development of either one journal article or one webinar.

No travel is anticipated for this subtask.

Task 2: Support for Recovery and Resilience

PWS Section: 2.2 Tool and Guidance Development, Dissemination and/or Training; 2.5 System Vulnerability Information Development and Maintenance

The contractor shall provide additional support to EPA in the following efforts:

Subtask 2a. Outreach for Flood Resilience Guide

The contractor shall provide additional support by conducting up to three on-site training workshops on the Flood Resilience Guide at locations still to be determined. Support includes

updating draft train-the-trainer materials for each selected state and rural water representative and arranging logistics for the workshops. The contractor shall connect and assemble evaluation information on the trainings. The contractor shall assume that one contractor will co-present the training with trainers from the state rural water association.

For estimating purposes, it is anticipated that each training will require one contractor staff to take one trip of up to two days each. Exact training dates may change based on discussions with the TM and state points of contact.

Subtask 2b. Fed FUNDS Updates and Maintenance

The contractor shall support EPA in conducting one, 1-hour live webinar highlighting Fed FUNDS and federal disaster funding. The target audiences for the webinars are water/wastewater utilities, State Primacy Agencies, and EPA Regional Water Teams. The webinar topics could include:

1. Utility Experiences in Obtaining Disaster Funding. Utilities present their experiences in applying for and obtaining federal disaster funding
2. FEMA Public Assistance (PA) Grant Program or Hazard Mitigation Program. FEMA and EPA staff cover information in Fed FUNDS and answer questions specifically on the Public Assistance and Hazard Mitigation Programs.

The contractor activities shall be limited to providing logistics support in using the webinar platform; EPA will develop and present the webinar material.

The contractor shall update the Fed FUNDS tool with revised or new information to ensure that water/wastewater utilities have the most current information, as directed by the WACOR. Most changes are expected to be minor, and may include adding a Policy Clarifications Document, updating resiliency/mitigation definitions and State Revolving Fund information, etc.

Subtask 2c. Support on National Disaster Recovery Framework (NDRF)

There have been several activations of the NDRF over the last couple years. During an activation, EPA may request that the contractor provide some minor support which may include attending and providing logistical support for up to two meetings, and reviewing up to two recovery documents.

No travel is anticipated for this subtask.

Task 3: Support for Boot Camp Training Outreach and Updates

PWS Section: 2.1. Protection/Security Practices; 2.2 Tool and Guidance Development, Dissemination and/or Training

The contractor shall provide coding updates to the training entitled, “Water/Wastewater All-Hazards Boot Camp Training: Emergency Planning, Response, Recovery”, as required based on feedback from end-users.

Upon direction from EPA, the contractor will provide outreach activities to ensure that the Water

Sector is aware of the availability of the updated training. Anticipated activities to support this request include coordination of a webinar, to be facilitated by EPA, and development of two factsheets.

No long-distance travel is anticipated for this task.

Task 4: Drought Response and Recovery

PWS Section: 2.2 Tool and Guidance Development, Dissemination and/or Training

The contractor shall provide updates to the Drought Response and Recovery Guide, as directed by the WACOR. The contractor should assume revisions will be limited to addition of new drought references and updating of drought content based on feedback from end-users.

Upon direction from EPA, the contractor shall provide outreach activities to ensure that the Water Sector is aware of the Drought Response and Recovery Guide. Anticipated activities to support this request include coordination of a webinar, to be facilitated by EPA, and development of one new factsheet.

No long-distance travel is anticipated for this task.

Task 5: Support for ER Factsheet Updates and Team Activities

PWS Section: 2.1 Protection/Security Practices

The contractor shall provide support to EPA in the following efforts:

Subtask 5a.

Support for updates to ER fact sheets, as directed by the WACOR. Contractor support shall consist of addressing review comments and preparation of a formatted, 508-compliant version of the revised fact sheet. The contractor shall assume revision of up to two (2) ER-related fact sheets in this period of performance.

Subtask 5b.

Support for an annual ER team planning meeting. The meeting is to discuss a broad range of ER activities, including those in the ER CIPAC and strategic roadmap reports and future ER-related work. For cost estimating purposes, the contractor should assume a 1-day workshop, including agenda, supporting materials development and one draft meeting summary.

No contractor travel is anticipated.

IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DATE DUE TO EPA On or about CALENDAR DATE
Task 0: Work Plan Submission		

	Work plan, budget, and QA supplemental	According to Contract
	Progress and financial reports	Monthly
	Develop Action Plan based on WAM instructions of final dates	Within 10 days of Work Plan approval
Task 1		
1a	Meeting notes for State Exercise Design Team calls (3)	To be established by written technical direction
1a	Situation Manual for State Exercise	To be established by written technical direction
1a	Exercise Fact Sheet	To be established by written technical direction
1a	Exercise Invitation	To be established by written technical direction
1a	Exercise after Action Report	To be established by written technical direction
1b	Notes from meetings with federal stakeholders (2 calls)	To be established by written technical direction
1b	ESF #3 training presentation	To be established by written technical direction
1b	Comments on DHS-EPA Emergency Response Tabletop Exercise (2 reviews)	To be established by written technical direction
1c	Notes from Water Teams calls	To be established by written technical direction
1c	Water Team Web Cast presentations (2 webcasts)	To be established by written technical direction
1c	Water Teams Training Toolbox Revisions	To be established by written technical direction
1d	Journal article/webinar with ASDWA	To be established by written technical direction
1d	Journal article/webinar with additional water association	To be established by written technical direction
Task 2		
2a	Flood Resilience Guide Workshops (3 TBD locations)	To be established by written technical direction
2b	Fed FUNDS Live Webinars and Support for any Materials Development	To be established by written technical direction
2b	Updated Information on Fed FUNDS website	To be established by written technical direction
2c	Meeting Support (2 meeting notes) and Materials Review (2 documents) for National Disaster Recovery Framework	To be established by written technical direction
Task 3		

3	Boot Camp training revision	To be established by written technical direction
3	Boot Camp webinar (1)	To be established by written technical direction
3	Boot Camp outreach factsheets (2)	To be established by written technical direction
Task 4		
4	Revised, 508-compliant Drought Guide	
4	Drought Guide webinar (1)	
4	Drought Guide outreach factsheet	
Task 5		
5a	Up to two revised ER Factsheets, as directed by WACOR.	
5b	Support for ER team meeting	

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall

refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

VIII. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

IX. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Performance Work Statement, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 02-08				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-012			Contract Period 08/01/2015 To 07/31/2018 Base Option Period Number 2			Title of Work Assignment/SF Site Name Emergency Preparedness, Resp				
Contractor CSRA LLC					Specify Section and paragraph of Contract SOW 2.1, 2.0, 2.3, 2.12, 2.14, 2.15, 2.16, 2.17, 2.18					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 08/01/2017 To 07/31/2018					
Comments: The purpose of this amendment 1 to CSRA (EP-C-15-012) WA 02-08 is to add workshops in Puerto Rico to Task 2 and a new Task 6 for the Community Water Resiliency Tool.										
<input type="checkbox"/> Superfund					Accounting and Appropriations Data					<input checked="" type="checkbox"/> Non-Superfund
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
08/01/2015 To 07/31/2018				2,520						
This Action:				1,128						
Total:				3,648						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Brian Pickard <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-0827 FAX Number:				
Project Officer Name Nancy Parrotta <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name Donna Reinhart <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2114 FAX Number:				

PERFORMANCE WORK STATEMENT
Work Assignment #02-08, Amendment 1
AMENDED TO ADD ADDITIONAL WORK UNDER TASK 2: RECOVERY AND RESILIENCE AND NEW
TASK 6 FOR COMMUNITY WATER RESILIENCY TOOL
CSRA EP-C-15-012
Performance Period 8/1/17-7/31/18

I. ADMINISTRATIVE

A. Title: Emergency Preparedness, Response and Recovery

B. Work Assignment Contract

Officer's Representative (WACOR):

Brian Pickard

Office of Ground Water and Drinking
Water (OGWDW)

1200 Pennsylvania Ave, NW (MC:4608T)

Washington, DC 20460

202-564-0827

202-564-0055 (fax)

Alternate WACOR:

Kevin Tingley

Office of Ground Water and Drinking Water
(OGWDW)

1200 Pennsylvania Ave, NW (MC: 4608T)

Washington, DC 20460

202-564-4619

202-564- 0055(fax)

C. Quality Assurance:

The tasks in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

D. Background

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to undertake several activities to increase the security and readiness of the Nation's drinking water supplies against terrorist attacks. One key objective for EPA set out by the Act is to review methods and means by which terrorists could disrupt the supply of safe drinking water or take actions against water infrastructure.

EPA has been designated as the sector specific agency for the water sector by Presidential Policy Directive (PPD) -21. As part of EPA's efforts as the sector specific agency, support is provided to the water sector for threat identification and national response efforts and exercises. The Agency is involved in a number of exercises each year, some of which are very large in scale.

The National Strategy for Homeland Security (White House, July 2002) has also designated EPA as the lead agency for the nation's water infrastructure sector. EPA's Homeland Security Strategy (2004) documents the Agency's efforts to provide support to drinking water and wastewater utilities. It includes placing "an emphasis on preparedness and prevention, assisting those

responsible for these critical infrastructures in assessing and reducing vulnerabilities and maximizing their response capabilities. EPA will develop technologies to improve the nation's critical infrastructure and key responders' abilities to detect and monitor environmental threats." The tasks included in this work assignment support EPA's efforts to enhance the preparedness, response, and recovery of the water sector critical infrastructure in the event of an incident of national significance or other natural or man-made incident.

The work that will be conducted under this work assignment is a continuation of work conducted in previous years. To date, a number of accomplishments have been achieved, including support for emergency response exercises and development of a flood and drought resilience and mitigation trainings. As requested, support materials from this work will be provided by the EPA WACOR to the Contractor.

II. OBJECTIVE

Under this work assignment, the contractor shall provide support to the Environmental Protection Agency's efforts to protect the nation's water infrastructure. The nation's water infrastructure is subject to threats from various entities, as well as natural disasters, and preparedness information, training, and insight will provide support toward improved response to threats and incidents.

Under this work assignment, the contractor shall provide support to the Office of Water, Water Security Division (OW/WSD) (and other identified EPA offices or partners that come within the scope of this work statement) in its efforts to: enhance and promote national emergency preparedness, disaster response, and mutual aid and assistance for public and private water and wastewater utilities, states and federal partners on a national level; and develop national response exercises and activities related to these and other infrastructure threats and incidents.

To achieve this purpose, the contractor shall research, develop, maintain, edit, and disseminate technical information, guidelines, drills, field exercises, web tools, and procedures to aid in emergency preparedness, response and recovery; and shall track and coordinate efforts, drills, exercises and threats related to water security. The contractor may also be tasked with related efforts, including facilitating and coordinating water utility response networks to support and promote national emergency preparedness. Other requirements related to infrastructure analysis, strategic planning, tracking and measuring progress, mission priorities, communications, and emergency options for energy, communications, or transportation sectors may become necessary, subject to developing events.

Examples of other partners and external offices or agencies which may be included in coordination, and the nature of their involvement, are:

- Drinking water and wastewater associations and stakeholders: provide feedback on the needs of utilities and review information provided for dissemination;
- State and local governments/associations: provide feedback on the activities for state and local agencies including primacy agencies and emergency management agencies;
- Department of Homeland Security: the organizers and lead agency for the development of national exercises;

- EPA National Homeland Security Research Center: close partners of the Water Security Division in support of water security research;
- National Emergency Management Agency: administers the Emergency Management Assistance Compact (EMAC); and
- Regional offices of the EPA.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery. Additionally, this work assignment contributes to the commitments made in EPA's Strategic Plan: 2011 to 2015 and EPA's Homeland Security Strategy (2004). Under EPA's Strategic Plan, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's Homeland Security Strategy, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

In pursuit of these efforts, the contractor may be tasked with preparing a correlation summary comparing the results under this work assignment to the components of the Water Security Strategy framework.

III. TASK DETAIL

The contractor shall perform the following tasks:

Task 0: Work Plan and Monthly Progress Reports

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the work plan shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract QAPP or a PQAPP is not required. This task also includes monthly progress and financial reports. Monthly financial reports must include a table with the invoice LOE and cost amount broken out by the tasks in this WA.

Deliverables: Work plan and monthly progress and financial reports.

Task 1: Support for Federal and State Agency Coordination and Emergency Response Exercises for the Water Sector

PWS Section: 2.3 Support Preparedness Planning, Threat Identification, and Emergency Response Effort; 2.18 Sector-Specific Agency Responsibilities and National Infrastructure Protection Plan Implementation

The contractor shall provide support to EPA in the following efforts:

Subtask 1a. State Emergency Response Exercises for the Water Sector.

The contractor shall provide support for development of one emergency response tabletop exercise for the water sector during the contract period of performance, location to be determined.

Stakeholders involved include EPA HQ (Office of Water, Office of Emergency Management), the Department of Health and Human Services (HHS), the Water Laboratory Alliance, one or more WARN networks, EPA Regional Water Teams, EPA On-Scene Coordinators, US Army Corps of Engineers (HQ and Districts), FEMA (HQ and Regions), State and Tribal primacy, permitting authority, and emergency management agencies, water and wastewater associations, Water ISAC and water and wastewater utilities. Issues to explore are to be determined, but may include any of the following: disaster declaration; preliminary damage assessment; activation of local or state mutual aid and assistance such as WARN, EMAC and Regional capabilities; national level reporting; resource management, request for assistance, mission assignment, and subtasking procedures; sampling and laboratory analysis; Incident Command System structures; data management; and cross-sector interdependencies.

The contractor shall perform the following activities and develop the associated deliverables, as directed:

1. Work with EPA to identify Exercise Design Team members
2. Develop background materials for review by the Exercise Design Team
3. Provide guidance to the Exercise Design Team on exercise options
4. Facilitate and take notes at Exercise Design Team meetings (including two 2-3 hour meetings and 3-4 additional 1 hour meetings)
 - a. Deliverable: meeting notes for Exercise Design Team calls
5. Develop exercise materials including information sheets, briefings, timelines, situation manuals, exercise plans, and job aids
 - a. Deliverable: Situation Manual for State Exercise
 - b. Deliverable: Exercise Fact Sheet
6. Facilitate the exercises and conduct the Hot Washes
7. Develop After Action Reports for exercise participants
 - a. Deliverable: Exercise After Action Report

For estimating purposes, it is anticipated that the State Exercise will require one trip for up to two (2) contractor staff lasting up to three days. The contractor should assume that the exercise will be conducted in a TBD state in the Midwest.

Exercise Follow-up

The contractor shall also provide support, as needed, to the state planning team. Support could include the following:

1. Convening the Exercise Design Team for a "where are we now" meeting
 - a. Deliverable: Meeting notes for Design Team meeting
2. Working with the Exercise Design Team to determine which actions from their Improvement Planning Matrix remain to be addressed and develop plans for addressing them.
3. Leveraging the latest fact sheets and consolidating lists of resources that can help the states accomplish their action items. Resources cover topics such as power requirements, temporary water systems, and a checklist for utilities to use when coordinating with their local Emergency Management Agencies.
4. Leveraging materials from Fed FUNDS, helping state agencies develop or refine existing water sector-specific Damage Assessment forms
5. Helping state agencies to develop or refine existing pre-identified resource requests/FEMA Action Request Forms

Subtask 1b. National Level Exercise and Federal Agency Coordination Support

The contractor shall support EPA involvement in the DHS-sponsored National Level Exercise 2017, as directed by the WACOR. The contractor shall be prepared to provide support for meeting notes (up to two meetings) and review of the scenario and water-related injects.

The contractor shall also be prepared to provide the following support for Federal agency coordination:

1. Support meetings/conference calls with federal stakeholders, including FEMA and Department of Energy (DOE), and other Water Sector partners on areas related to ESF implementation (e.g., Standard Operating Procedures [SOPs]) and improving situational awareness among Federal agencies during disasters
2. Supporting development of one ESF #3 training session for USACE
3. Support review of DHS-EPA Joint Water Sector Response Tabletop Exercise materials, as directed by the WACOR.

For estimating purposes: The contractor should estimate providing notes on up to two 1-hour conference calls with federal stakeholders and development of summary notes. The ESF #3 training session would involve development and delivery of a PowerPoint presentation of approximately 30 minutes. The contractor should assume one review of up to two DHS-EPA Tabletop Exercise documents, such as a Situation Manual or Master Scenario Event List.

No travel is expected for this subtask.

Subtask 1c. Water Teams

The 10 EPA Regions have developed teams of volunteers prepared to deploy when needed to support the needs of a state affected by a major disaster, under ESF #3 or another authority.

During this period of performance, the contractor shall support continued development of regional water teams by providing, as directed, the following types of support:

1. Support of quarterly Water Teams Conference calls, including agenda development, note taking, and tracking of action items.
2. Up to two Water Team web casts on topics to be determined.
3. Continued development of Water Team Training Toolbox. The Toolbox serves as a customizable resource for Water Teams to conduct refresher training on subjects such as deployment, ICS/NIMS principals, reporting requirements, health and safety considerations, federal funding practices, and the Public Assistance program. Most of the toolbox contents will be provided by the Regional Water Teams; some training materials may need to be developed by the contractor.

For estimating purposes: Web cast presentations will be between 20-30 slides in length – contractors will not be responsible for presenting. Summary of water team capabilities will be 3-5 pages.

No travel is anticipated for this subtask.

Subtask 1d. ASDWA Security Committee and Additional Association Support

The contractor will provide support to EPA in working with the ASDWA Security Committee to develop products to increase the level of preparedness among State primacy agencies. Possible products include a fact sheet, a webinar, a journal article, or an Agency policy letter (to state/local EOCs). The contractor should assume a level of effort associated with development of one journal article and one webinar.

The contractor shall consult with EPA to identify an additional association (e.g.; International Association of Emergency Managers, National Governors Association, National Association of Clean Water Agencies) with whom to partner regarding the importance of water sector representation in local and State EOCs. Based on these collaborations, the contractor should assume a level of effort associated with development of either one journal article or one webinar.

No travel is anticipated for this subtask.

Task 2: Support for Recovery and Resilience

PWS Section: 2.2 Tool and Guidance Development, Dissemination and/or Training; 2.5 System Vulnerability Information Development and Maintenance

The contractor shall provide additional support to EPA in the following efforts:

Subtask 2a. Outreach for Flood Resilience Guide

The contractor shall provide additional support by conducting up to three on-site training workshops on the Flood Resilience Guide at locations still to be determined. Support includes updating draft train-the-trainer materials for each selected state and rural water representative and arranging logistics for the workshops. The contractor shall connect and assemble evaluation

information on the trainings. The contractor shall assume that one contractor will co-present the training with trainers from the state rural water association.

For estimating purposes, it is anticipated that each training will require one contractor staff to take one trip of up to two days each. Exact training dates may change based on discussions with the TM and state points of contact.

Subtask 2b. Fed FUNDS Updates and Maintenance

The contractor shall support EPA in conducting one, 1-hour live webinar highlighting Fed FUNDS and federal disaster funding. The target audiences for the webinars are water/wastewater utilities, State Primacy Agencies, and EPA Regional Water Teams. The webinar topics could include:

1. Utility Experiences in Obtaining Disaster Funding. Utilities present their experiences in applying for and obtaining federal disaster funding
2. FEMA Public Assistance (PA) Grant Program or Hazard Mitigation Program. FEMA and EPA staff cover information in Fed FUNDS and answer questions specifically on the Public Assistance and Hazard Mitigation Programs.

The contractor activities will be limited to providing logistics support in using the webinar platform; EPA will develop and present the webinar material.

The contractor shall update the Fed FUNDS tool with revised or new information to ensure that water/wastewater utilities have the most current information, as directed by the WACOR. Most changes are expected to be minor, and may include adding a Policy Clarifications Document, updating resiliency/mitigation definitions and State Revolving Fund information, etc.

Subtask 2c. Support on National Disaster Recovery Framework (NDRF)

There have been several activations of the NDRF over the last couple years. During an activation, EPA may request that the contractor provide some minor support which may include attending and providing logistical support for up to two meetings, and reviewing up to two recovery documents.

No travel is anticipated for this subtask.

Subtask 2d. Hazard Mitigation and Power Outage Workshops for Water and Wastewater Utilities in Puerto Rico

The islands of Puerto Rico (PR) and the U.S. Virgin Islands were devastated by Hurricanes Irma and Maria. Many federal agencies, including EPA, remain involved in response operations as the islands re-establish the electrical grid and water/wastewater treatment and distribution systems. At the same time, FEMA has initiated recovery operations on the islands. WSD has been coordinating with EPA Region 2, FEMA, USDA, USACE, and many others on the recovery.

As part of the recovery effort, the contractor shall support EPA in conducting “Hazard

Mitigation and Power Outage Workshops for Water and Wastewater Utilities” in Puerto Rico. WSD has previously conducted similar hazard mitigation workshops in Florida and Iowa, and also conducted power outage workshops across the country. The contractor should assume conducting 2 workshops over the course of a weeklong visit to PR. Anticipated time frame is between April 2018 and June 2018, written technical direction will be provided to the contractor for the specific dates.

The workshops would include attendance by officials at water/wastewater systems who are responsible for rebuilding for long term system recovery, incorporating mitigation measures against future disasters, and obtaining funding for disaster resilience projects. Other attendees would include local mitigation planners, state hazard mitigation officer, local/community leaders, floodplain managers, state primacy agency representatives (PRDOH), power company (PREPA), FEMA Mitigation Advisor in PR, staff from EPA Region 2 Water Programs and Caribbean Environmental Protection Department, various funding agencies (e.g., FEMA, USDA, EPA), and EPA Headquarters WSD staff. The workshops will provide an overview of the hazard mitigation process to local officials and encourage water and wastewater utilities to work with their local mitigation planners and get mitigation projects into the plans. The workshops will cover how to propose mitigation projects to address various impacts of hurricanes, drought, floods and power outages. The workshops will engage the water utilities in discussions with PREPA to develop some possible solutions for power outages. The workshops will also identify strategies for obtaining funding for mitigation projects from FEMA, USDA, EPA (including State Revolving Loan programs), or other sources. The workshops will involve presentations, facilitated discussions, active small group activities, and the use of two EPA tools: *Hazard Mitigation for Natural Disasters: A Starter Guide for Water and Wastewater Utilities*, and the *Power Resilience Guide*. The second half of the workshop will involve a site visit to a specific water/wastewater system to observe damage and propose mitigation projects.

One workshop would be held at a regional PRASA office and would involve a technical site visit to a PRASA facility to brainstorm on hazard mitigation measures. The other workshop would be focused on non-PRASA systems at an appropriate central location. It would also involve a technical site visit at one of the non-PRASA systems. Attendance at the non-PRASA workshop/site visit would include multiple systems, as well as RCAP and Rural Water staff currently assisting these systems. Mitigation for power outage at non-PRASA systems will be addressed differently than mitigation at PRASA systems.

This effort will be coordinated with FEMA’s overall hazard mitigation activities as part of disaster recovery of infrastructures. In preparation for the workshops, WSD has already coordinated with the FEMA Mitigation Advisor for PR recovery.

The contractor shall have the following responsibilities:

- Participate and take notes for conference calls with EPA HQ/R2 and other partner agencies.
- Assist EPA with logistical details, including registration and speakers for the workshops and site visits.
- Develop or adapt previous EPA presentations for target audience.
- Provide staff who have experience with PRASA/non-PRASA utilities, past EPA

mitigation projects, power resilience, funding for water/wastewater systems, and potentially have Spanish language skills.

- Attend one week-long trip to Puerto Rico and contribute expertise to workshops and site visits including brainstorming on hazard mitigation projects.
- Write a summary of the effort, which includes conclusions and mitigation projects from the workshops and site visits.

One week-long trip for two consultants is anticipated for this subtask.

Task 3: Support for Boot Camp Training Outreach and Updates

PWS Section: 2.1. Protection/Security Practices; 2.2 Tool and Guidance Development, Dissemination and/or Training

The contractor shall provide coding updates to the training entitled, “Water/Wastewater All-Hazards Boot Camp Training: Emergency Planning, Response, Recovery”, as required based on feedback from end-users.

Upon direction from EPA, the contractor will provide outreach activities to ensure that the Water Sector is aware of the availability of the updated training. Anticipated activities to support this request include coordination of a webinar, to be facilitated by EPA, and development of two factsheets.

No long-distance travel is anticipated for this task.

Task 4: Drought Response and Recovery

PWS Section: 2.2 Tool and Guidance Development, Dissemination and/or Training

The contractor shall provide updates to the Drought Response and Recovery Guide, as directed by the WACOR. The contractor should assume revisions will be limited to addition of new drought references and updating of drought content based on feedback from end-users.

Upon direction from EPA, the contractor will provide outreach activities to ensure that the Water Sector is aware of the Drought Response and Recovery Guide. Anticipated activities to support this request include coordination of a webinar, to be facilitated by EPA, and development of one new factsheet.

No long-distance travel is anticipated for this task.

Task 5: Support for ER Factsheet Updates and Team Activities

PWS Section: 2.1 Protection/Security Practices

The contractor shall provide support to EPA in the following efforts:

Subtask 5a.

Support for updates to ER fact sheets, as directed by the WACOR. Contractor support shall consist of addressing review comments and preparation of a formatted, 508-compliant version of

the revised fact sheet. The contractor shall assume revision of up to two (2) ER-related fact sheets in this period of performance.

Subtask 5b.

Support for an annual ER team planning meeting. The meeting is to discuss a broad range of ER activities, including those in the ER CIPAC and strategic roadmap reports and future ER-related work. For cost estimating purposes, the contractor should assume a 1-day workshop, including agenda, supporting materials development and one draft meeting summary.

No contractor travel is anticipated.

Task 6: Support for Community Based Water Resiliency Tool Update

PWS Section: 2.2. Tool and Guidance Development, Dissemination and/or Training

The contractor shall provide support to EPA in the following efforts:

Subtask 6a.

Support for updates to the Community Based Water Resiliency (CBWR) Tool, as directed by the WACOR. Contractor support shall consist of modifying the tool to ensure the materials and resources within the tool are most relevant and up-to-date.

Subtask 6b.

The Community Based Water Resilience (CBWR) Tool update shall be 508-compliant.

No contractor travel is anticipated.

IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DATE DUE TO EPA On or about CALENDAR DATE
Task 0: Work Plan Submission		
	Work plan, budget, and QA supplemental	According to Contract
	Progress and financial reports	Monthly
	Develop Action Plan based on WAM instructions of final dates	Within 10 days of Work Plan approval
Task 1		
1a	Meeting notes for State Exercise Design Team calls (3)	NLT one week after meeting date
1a	Situation Manual for State Exercise	NLT 45 days after initial Design team call
1a	Exercise Fact Sheet	NLT 45 days after initial Design team call
1a	Exercise Invitation	NLT 30 days prior to event

1a	Exercise after Action Report	NLT 30 days after completion of exercise
1b	Notes from meetings with federal stakeholders (2 calls)	NLT 15 days following event
1b	ESF #3 training presentation	NLT 30 days following technical direction, or as established by WACOR
1b	Comments on DHS-EPA Emergency Response Tabletop Exercise (2 reviews)	NLT 15 days after receiving exercise
1c	Notes from Water Teams calls	NLT 5 days following call
1c	Water Team Web Cast presentations (2 webcasts)	NLT 15 days following technical direction, or as established by WACOR
1c	Water Teams Training Toolbox Revisions	NLT 15 days following technical direction, or as established by WACOR
1d	Journal article/webinar with ASDWA	NLT 30 days following technical direction, or as established by WACOR
1d	Journal article/webinar with additional water association	NLT 30 days following technical direction, or as established by WACOR
Task 2		
2a	Flood Resilience Guide Workshops (3 TBD locations)	To be established by written technical direction
2b	Fed FUNDS Live Webinars and Support for any Materials Development	NLT 30 days following technical direction, or as established by WACOR
2b	Updated Information on Fed FUNDS website	NLT 30 days following technical direction, or as established by WACOR
2c	Meeting Support (2 meeting notes) and Materials Review (2 documents) for National Disaster Recovery Framework	NLT 5 days following call or receiving review materials
2d	Hazard Mitigation and Power Outage Workshops (2) in TBD locations in Puerto Rico	To be established by written technical direction
2d	Summary report of conclusions and mitigation projects	NLT 15 days following conclusion of workshops
Task 3		
3	Boot Camp training revision	NLT 30 days following technical direction, or as established by WACOR

3	Boot Camp webinar (1)	NLT 15 days following technical direction, or as established by WACOR
3	Boot Camp outreach factsheets (2)	NLT 30 days following technical direction, or as established by WACOR
Task 4		
4	Revised, 508-compliant Drought Guide	NLT 30 days following technical direction, or as established by WACOR
4	Drought Guide webinar (1)	NLT 15 days following technical direction, or as established by WACOR
4	Drought Guide outreach factsheet	NLT 30 days following technical direction, or as established by WACOR
Task 5		
5a	Up to two revised ER Factsheets, as directed by WACOR.	NLT 30 days following technical direction, or as established by WACOR
5b	Support for ER team meeting <ul style="list-style-type: none"> - Meeting materials - Meeting Notes 	NLT 10 days before event NLT one week after meeting date
Task 6		
6a	CBWR Tool Update	NLT 30 days following technical direction, or as established by WACOR
6b	Ensure CBWR Tool Update is 508 Compliant	NLT 15 days following technical direction, or as established by WACOR

V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format: MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format: Power Point, Office 2003 or higher

Preferred graphics format:
Preferred portable format:

Each graphic is an individual GIF file
Adobe Acrobat, version 6.0

VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

VII. CONTRACTOR IDENTIFICATION

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

VIII. PRINTING

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

IX. Technical Direction

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

X. Quality Assurance Surveillance Plan

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WAM based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.